DCPL 2020 #5
1956-1958 Member notes

A Special meeting of the Daly City Library Commission was held on April 3rd, 1956 at the Council Chambers. Mrs. Keith was absent. Mrs. Woods and Mrs. Larson were present as guests.

Miss Clark reported on the progress of the Westlake-Broadmoor Branch of the Daly City Public Library. She has hired Mrs. Cardwell as temporary Branch Librarian pending results of the examination. Reported Mrs. Plummer will leave at the end of the school year when her husbland is transferred.

Mr. Carr reported that secretarial help will be available to the secretary.

Opening of the library will be April 14, Saturday, 2 P.M. The name will be Westlake-Broadmoor Branch Library, Miss Clark will investigate possibility of getting a County Library sign to place in front.

The following invitation letter to be sent to lists drawn up by Mr. Carr & Mrs. Woods.

> The Library Commission cordially invites you to attend a preview opening of the Westlake-Broadmoor Branch of the Daly City Public Library, 34 Park Plaza Drive, on Saturday, April 14, 1956 at 2 P.M.
>
> The library will be open for inspection until 5 P.M.
>
> Very truly yours,
>
> Wayne Carr, President
> Daly City Library Commission

Mrs. Woods and Mrs. Larson will type invitation letters to members of the friends of the Library and P.T.A. Board members of this year and last.

Mrs. Hanselman reported on the 2nd meeting of the State Committee.

Meeting adjourned at 11 P.M.

Respectfully Submitted

Margo Westgarrd
Daly City Library Commission Secretary

PUBLIC LIBRARY
CITY OF DALY CITY
Gateway to the Peninsula
SAN MATEO COUNTY, CALIFORNIA
6351 MISSION ST. • PLAZA 5-0850

MARCH 22, 1911

Mayor
Joseph J. Verducci
Councilmen
Edward J. Dennis
heal R. DeBernardi
Sanford G. Vickers
Del C. Wilson

June 13, 1956

DALY CITY COUNCIL
City Hall, Daly City, Calif.

Gentlemen:

Herewith is a copy of the 1956/57 Library budget which was unanimously approved by the Library Commission. This budget has been rigorously cut without any cognizance being taken of the careful thought given to the various items by Library Commissioners and without giving the Library Commission an opportunity to explain its content. This budget incorporates the suggestions previously made to the Commission by the Council as recently as last fall. These were 1) that the Library Commission make long range plans as well as those for immediate budgetary needs, and 2) that every effort should be made by the Library Commission to enable the future termination of the present County affiliation and to plan for a completely independent Daly City library service. The Council also stated that the Library Commission could count on Council support for the long range budgetary needs through the General Fund of the City.

These long range plans include, among others, the purchase of a lot for the permanent housing of the new Westlake branch of the Daly City Public Library, the purchase of the Dell lot adjacent to the present Main Library to enable its future development, and the purchase of books. Aside from the question of adequate housing and working facilities, the core of all these plans is an adequate supply of books. The simple and seemingly unrecognized fact is that we need books, many thousands of them, to give even ordinary service, particularly if such Library service will be handled independently by the City, without the assistance of the County. The present Libraries' overall book stock contains many books on loan from the County Library, as well as many books which should be discarded because of obsolescence, or loss of function or usefulness. All of these have to be replaced. This all adds up to the fact that we need a great many thousands of books and we do not have them. Furthermore, we do not have the money for them, and the new budget does not enable us to make a reasonable start to obtain them. The amount allotted for books for the coming year is the same as last year. To say the least, it is illogical to expect us to buy new books as they come out, to replace books on loan not our own and to give even reasonably adequate service to the constantly increasing Library membership with the same amount of money for books as last year. We cannot even make a reasonable start towards an independent future and better facilities with the present book allottment in the budget. All this is apparently not taken into account in the new budget.

The Commission feels that this critical situation should be brought to your personal attention for careful consideration. The Library Commission further believes that it would be derelict in its duty to provide adequate facilities for the Library patrons if it did not make every effort in its power to try and correct this serious restriction of one of the important cultural activities of our City.

The Library Commissioners hope that you will recall and stand by the promise of full support made by the Council and see to it that, if nothing else, a more adequate budgetary allottment for books for the fiscal year 1956-57 will be included in the new budget.

Respectfully submitted,

Members Library Commission

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
June 1956

NEW BORROWERS REGISTERED:

June 1955		June 1956		Total to date, 1955/56	
Adults	56	Adult	62	Adult	1,272
Juvenile	67	Juvenile	128	Juvenile	853
Total	123	Total	190	Total	2,125

Of the above figures for June 1956, the following were non-resident borrowers:

Adult	5
Juvenile	2
Total	7

REREGISTRATIONS:

Adult	24	Adult	20	Adult	311
Juvenile	21	Juvenile	31	Juvenile	261
Total	45	Total	51	Total	572

BOOK STOCK:

Books added, July 1, 1955 - May 31, 1956	2,325
Books added, June 1 - 30, 1956	224
Total	2,549
Books discarded, July 1, 1955 - June 30, 1956	372
Net gain	2,177
Book stock, June 30, 1955	10,455
Total book stock, June 30, 1956	12,632 (Daly City books only)

FINES	$ 109.03
LOST BOOKS	8.60
TOTAL	$ 117.63
Days open	25
REFERENCE QUESTIONS	309
Reference questions to date, 1955/56	4,282

CIRCULATION:

	June 1955		June 1956		Total to date, 1955/56	
Adult fiction (city)	1,616		1,161		18,215	
Adult fiction (county)	593		397		5,836	
Total adult fiction		2,209		1,558		24,051
Adult non-fiction (city)	857		1,079		12,954	
Adult non-fiction (county)	184		214		2,825	
Total adult non-fiction		1,041		1,293		15,779
McNaughton titles (county)	000		204		2,141	
Total adult circulation		3,250		3,055		41,971
Juvenile (city)	2,757		2,792		30,729	
Juvenile (county)	347		384		4,084	
Total juvenile circulation		3,104		3,176		34,813
Periodicals	408		385		5,284	
Pamphlets	37		20		383	
Pictures	00		182		2,459	
Pocket books (no longer counted separately)	43				341	
Total circulation		6,842		6,818		85,251

Total circulation of County books (1,199) represents 17+% of the total circulation for the month of June 1956.

Personnel changes marked the month of June. On the 28th, Mrs. Plummer worked her last hours, thereby ending a period of some four years of service. We miss her very much, especially as she has not been replaced to date. Mrs. Cardwell, who had been employed on a temporary basis, left us June 30th, after refusing the offer of the Senior Librarian position on a permanent basis. Mrs. Plummer will be leaving this area shortly, to join her husband and set up housekeeping in Taft, where her husband is now employed. Mrs. Cardwell has accepted a position in the Branch Department of the Contra Costa County Free Library, Martinez.

Mrs. Aida Kravcik Larsen, an active member of Friends of the Library, has been appointed on a temporary, part-time basis as Senior Librarian in charge of the Westlake-Broadmoor Branch. Mrs. Larsen has been employed at various college and university libraries, most recently at the University of California Library in Berkeley, where she served in the General Reference Service as well as in other departments of that Library. We are indeed happy to have Mrs. Larsen with us, but regret that she in not available for full-time employment.

It is expected that examinations for both the Children's Librarian and Senior Librarian positions will be held later in the summer, probably in August. The Personnel Board has authorized the appointment of a full-time Children's Librarian (which Daly City has never had), and candidates are already filing applications. Several persons have been interviewed, for both positions, and a temporary appointment as Children's Librarian, pending the civil service examination, may be made shortly.

Work with children very nearly monopolized the Library during June. Response to the Summer Reading Program at both the Daly City Library and the Westlake-Broadmoor Branch has been most gratifying -- so much so, that we have had to ask the Friends of the Library to supply us with volunteer help. We were fortunate to have such volunteers during the first week of registration (the week after school closed), when the majority of the children were registering for the Program. Having the full cooperation of the Jefferson Elementary School District has been most beneficial, both in publicizing the program and in the very material way of having the printing done for us. Mrs. Cardwell and Mrs. Plummer made numerous visits to the various schools to announce the program to the children directly. Both public and parochial schools were visited, and youngsters from the second grade on up were informed of the Program.

In addition to visits to schools, three first grade classes from the Colma School visited the Library, and three second grade classes visited the Westlake-Broadmoor Branch. Of the latter, one was from Westlake School and two were from Olympia School.

Mrs. Larsen took a display of books to the James Snell PTA meeting on June 13th. This last meeting of the year was devoted to summer recreation for children and their parents, with the emphasis on safety in outdoor activities.

Mrs. Cardwell made one trip to the County Library headquarters during the month of June, on the 6th.

Two very pleasant occurrences brightened the month. On June 11th, the City Council voted to raise the salaries of the two Senior Library Assistants from Schedule 1907 to Schedule 1908. In the case of Mrs. Saarinen, this increase was retroactive to September 19, 1955. We are all very happy that the importance of these positions has been recognized in this material way. Another very happy occasion was the receipt of the desk and chair for the Children's Librarian, so long awaited. They are very handsome additions to our Children's Room, and we hope will be some attraction in obtaining a new Children's Librarian.

Statistics for the Westlake-Broadmoor Branch are given on a separate sheet.

Respectfully submitted,

Patricia J. Clark
Librarian

July 9, 1956

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
June 1956

NEW BORROWERS REGISTERED:

	June 1956		Total to date, 1955/56
Adult	223	Adult	689
Juvenile	261	Juvenile	654
Total	484	Total	1,343

Of the above figures for June 1956, the following were non-resident borrowers:

Adult	49
Juvenile	62
Total	111

REREGISTRATIONS:

Adult	9	Adult	12
Juvenile	11	Juvenile	15
Total	20	Total	27

CIRCULATION:

Adult fiction (city)	197		420	
Adult fiction (county)	1,266		2,951	
Total adult fiction		1,463		3,371
Adult non-fiction (city)	125		297	
Adult non-fiction (county)	558		1,374	
Total adult non-fiction		683		1,671
McNaughton titles (county)	67		121	
Total adult circulation		2,213		5,163
Juvenile (city)	2,557		6,323	
Juvenile (county)	418		760	
Total juvenile circulation		2,975		7,083
Periodicals	23		40	
Total circulation		5,211		12,286

FINES	$64.37
DAYS OPEN	25
HOURS OPEN	126
REFERENCE QUESTIONS	117
Reference questions to date, 1955/56	286

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
September 1956

NEW BORROWERS REGISTERED:

September 1955		September 1956		Total to date, 1956/57	
Adult	60	Adult	70	Adult	208
Juvenile	18	Juvenile	24	Juvenile	122
Total	78	Total	94	Total	330

Of the above figures for September 1956, the following were non-resident borrowers:

Adult	7
Juvenile	0
Total	7

REREGISTRATIONS:

Adult	21	Adult	19	Adult	94
Juvenile	7	Juvenile	16	Juvenile	65
Total	28	Total	35	Total	159

BOOK STOCK:

Books added, July 2 - August 31, 1956	500
Books added, September 1 - 29, 1956	283
Total	783
Books discarded, July 2 - September 29, 1956	231
Net gain	552
Book stock, June 30, 1956	12,579
Total book stock, September 29, 1956	13, 131 (Daly City books only)

FINES	$85.86
LOST BOOKS	3.70
TOTAL	$89.56
DAYS OPEN	23
REFERENCE QUESTIONS	206
Reference questions to date, 1956/57	566

CIRCULATION:

	Sept. 1955		Sept. 1956		Total to date, 1956/57	
Adult fiction (city)	1,516		1,105		3,940	
Adult fiction (county)	480		353		1,134	
Total adult fiction		1,996		1,458		5,074
Adult non-fiction (city)	846		905		3,084	
Adult non-fiction (county)	205		157		537	
Total adult non-fiction		1,051		1,062		3,621
McNaughton titles (county)	000		194		560	
Total adult circulation		3,047		2,714		9,255
Juvenile (city)	2,017		1,401		5,771	
Juvenile (county)	249		167		684	
Total juvenile circulation		2,266		1,568		6,455
Periodicals	381		299		1,074	
Pamphlets	10		14		39	
Pictures	0		155		296	
Pocket books (no longer counted separately)	17		0		0	
Total circulation		5,721		4,750		17,119

Total circulation of County books (871) represents 18+% of the total circulation for the month of September 1956.

In regard to personnel, I am happy to report that the oral sections of the examinations for all three library positions have been given. The eligible list for Junior Library Assistant was certified by the Personnel Board, and Mrs. Loris Irick has been appointed as of September 20, 1956. Mrs. Irick is now on a permanent basis, serving her probationary period. She has been working on a temporary basis since last April. The oral examinations for Senior Librarian and Children's Librarian were held on September 25th, and it is expected that the eligible lists will be certified very shortly. As yet we do not have a page to replace Jan Hodenfield, who left on August 17th. We have been informed that a San Francisco State College student will be employed in this position.

At the request of the Commission, an hourly count of attendance and circulation at the Mission Street Library and an hourly count of circulation at the Westlake-Broadmoor Branch was made during the week of September 24th. The results of this survey will be available by the time of the next Commission meeting.

On September 5th, a twelve-minute parking zone was established in front of the Mission Street Library. It is still too early to know what effect this will have on our patrons, but we have had no complaints.

Work has not yet begun on the new roof for the Mission Street building, but the estimates have been received by the Purchasing Department and it is expected that the roofer will soon be selected. Estimates have also been received on new floor covering for the Children's Room, and Conklin Bros. have been selected to do the work. Arrangements have not yet been made, pending arrangements for the painting of the interior of the Library. On September 24th one of the windows in the main room, over the stack area, was found broken; it was quickly repaired the same day. Apparently it was the work of a child who used a rock, but there was evidently no attempt to enter the building.

Miss Jackson attended the regular meeting of the Peninsula Librarians in San Mateo on September 27th. Miss Clark attended, as a guest, a meeting of the Citizens' Committee on Child Welfare at the San Mateo County Department of Health and Welfare offices in San Mateo,September 26th. This Committee, composed of about fifteen members, is a lay advisory organization working with the County Department of Health and Welfare; members are selected from all areas of the County and represent various professions and interests.

Statistics for the Westlake-Broadmoor Branch Library are appended.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
September 1956

NEW BORROWERS REGISTERED:

	September 1956		Total to date, 1956/57
Adult	116	Adult	396
Juvenile	55	Juvenile	278
Total	171	Total	674

Of the above figures for September 1956, the following were non-resident borrowers:

Adult	18
Juvenile	14
Total	32

REREGISTRATIONS:

Adult	4	Adult	6
Juvenile	2	Juvenile	11
Total	6	Total	17

CIRCULATION:

	Sept. 1956		Total to date, 1956/57	
Adult fiction (city)	183		529	
Adult fiction (county)	1,362		4,316	
Total adult fiction		1,545		4,845
Adult non-fiction (city)	93		300	
Adult non-fiction (county)	548		1,602	
Total adult non-fiction		641		1,902
McNaughton titles (county)	110		238	
Total adult circulation		2,296		6,985
Juvenile (city)	1,304		5,936	
Juvenile (county)	780		2,034	
Total juvenile circulation		2,084		7,970
Periodicals	169		390	
Pamphlets	0		12	
Total circulation		4,549		15,357

FINES	$65.65
LOST BOOKS	3.50
TOTAL	$69.15
DAYS OPEN	23
REFERENCE QUESTIONS	94
Reference questions to date, 1956/57	220

HOURLY COUNT OF LIBRARY ATTENDANCE AND CIRCULATION

Week September 24 to 29, 1956

DATE	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	TOTAL
Monday 9/24/56												
Attendance	7	5	10	11	8	35	25	17	24	26	18	186
Circulation	5	14	9	12	16	24	51	30	11	26	29	227
Tuesday 9/25/56	~~9~~	~~27~~	~~7~~	~~10~~	~~7~~	~~29~~	~~13~~	~~19~~	~~23~~	~~22~~	~~18~~	~~184~~
Attendance	9	27	7	10	7	29	13	19	23	22	18	184
Circulation	23	11	4	16	3	30	29	36	10	31	44	237
Wednesday 9/26/56												
Attendance	5	6	9	9	11	13	20	10	15	35	20	153
Circulation	4	9	4	6	16	22	75	28	21	42	28	255
Thursday 9/27/56												
Attendance	5	4	10	8	8	28	15	11	22	32	14	157
Circulation	13	6	22	8	15	30	37	14	9	53	15	222
Friday 9/28/56	~~13~~											
Attendance	13	10	9	9	7	21	16	19	17	17	6	144
Circulation	5	7	5	2	17	27	26	25	10	25	33	182
Saturday 9/29/56												
Attendance	19	20	15	17	15	14	2	Closed ----------				102
Circulation	10	25	18	16	9	15	1	Closed ----------				144
TOTALS												
Attendance	58	72	60	64	56	140	91	76	101	132	76	926
Circulation	60	72	62	60	76	148	269	133	61	177	149	1267
PERCENTAGES												
Attendance	06+	07+	06+	06+	06+	15+	09+	08+	10+	14+	08+	95%
Circulation	04+	06+	04+	04+	06+	11+	21+	10+	04+	14	11+	95%

HOURLY COUNT OF LIBRARY CIRCULATION
WESTLAKE-BROADMOOR BRANCH
Week September 24 to 29, 1956

DATE	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	TOTAL
Monday 9/24/56	Closed				25	26	30	64	Closed		51	47	243
Tuesday 9/25/56	Closed				29	26	26	90	Closed				171
Wednesday 9/26/56	Closed				28	28	37	85	Closed		40	52	270
Thursday 9/27/56	Closed				23	13	45	51	Closed				132
Friday 9/28/56	Closed				20	27	54	44	Closed		38	25	208
Saturday 9/29/56	12	49	32	39	Closed								132
TOTAL	12	49	32	39	125	120	192	334	Closed		129	124	1156
PERCENTAGES	01+	04+	02+	03+	10+	10+	16+	28+	Closed		11+	10+	95%

INCORPORATED MARCH 22, 1911

OFFICE OF THE CITY MANAGER
DALY CITY
CITY HALL
SAN MATEO COUNTY
CALIFORNIA

H. I. STITES
CITY MANAGER

October 16, 1956

Dr. Lionel Farber, Chairman
Library Commission
159 Wilshire Avenue
Daly City, California

My dear Doctor,

The policy of restricting Department Heads to one "out of County" conference each year is necessary in order that too large a portion of the budget will not be spent for this purpose.

When it is considered that ten to twelve department heads or division heads attend conferences on behalf of the City each year, to allow more than one such conference - you can readily see - would pyramid the expenses quite rapidly.

With regard to budget appropriations, only Item 160 is available for conference expenses. Item 510 is for the purpose of paying dues in various organizations of which the City is a member and for paying the expenses of the Commissions and Librarian in attending meetings here in the immediate vicinity of Daly City.

The policy hereinabove referred to is one which has been considered and approved by the Council; however, if at any time, the Board wishes, I will be glad to submit any request or proposal of the Board to the Council.

Yours very truly,

H. I. Stites

H. I. Stites
City Manager

HIS/jan
cc: City Council

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441. EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

October 15, 1956

Dr. Lionel Farber, President
Daly City Library Commission
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

I am enclosing an analysis of estimated County Library expenditures for the Daly City-Colma-Broadmoor area for 1956/57. Where use of service is a factor (e.g. Reader Service and Technical Service), percentages have been based on use of these services in 1955/56.

I am sorry that it was not possible to complete this analysis and the revised draft of the agreement sooner, so that we could have had another conference prior to my vacation. I will be away from October 15 until November 7. I hope that we can arrange a meeting soon after that date.

Sincerely yours,

Virginia L. Ross
e.g.

Virginia L. Ross
County Librarian

VLR:eg
Enc.

cc: E. R. Stallings
Miss Patricia J. Clark
Mrs. Grace Woods
Frank De Martini
Mr. Francis Pacelli
Mrs. Maud Hanselman

SAN MATEO COUNTY FREE LIBRARY

1956/57 COUNTY LIBRARY EXPENDITURES AT DALY CITY-WESTLAKE

		WESTLAKE	DALY CITY	TOTAL
Salaries	Paid directly to Daly City for salaries of persons included under that city's retirement system.	$9,108	$6,000	$15,108
Materials and Supplies	Includes office supplies $450; periodicals $350; and charging machine rental; $100.	475	425	900
Binding Service	For binding and rebinding volumes from book collection owned by Daly City. Service performed by independent contractor and billed to Daly City by the County at cost.		600	600
McNaughton Rental Service	21% of total book stock--21% of cost of service.	309	308	617
Cataloging Service	For processing and cataloging 2100 books at $1.29/book.		2709	2709
Reader Service	For supplying and rotating County Library system's books and periodicals, and providing a general reference service with the total service expenditure ($32,620) distributed on the basis of the proportionate shares of the books shipped and special requests processed for branch locations. (Westlake, 6.64%--Daly City 3.62%)	2166	1181	3347
Technical Service	For selecting, procuring, receiving, cataloging, classifying, marking, arranging, binding and repairing books for the County Library system with the total service expenditure ($62,231) distributed on the basis of the proportionate shares of the County collection housed at the various branch locations. (Westlake 3%--Daly City 1.46%)	1867	908	2775

	WESTLAKE	DALY CITY	TOTAL
General Service	1,295	1,128	2,423
For certain unallocable expenditures and general administrative expenditures distributed on the basis of 9.3% of direct branch location expenditures.			
	15,220	13,259	28,479
Colma Branch Service			3,877
For service furnished Daly City-Broadmoor-Colma residents at the Colma Branch Library. 50% of borrowers are Daly City residents.			
Bookmobile Service (unincorporated Colma)			709
For bookmobile service in unincorporated Colma, the total expenditure ($22,884) distributed on the basis of the hours the service is available compared with the total hours available.			
			$33,065

SAN MATEO COUNTY FREE LIBRARY

County Library taxes received from Daly City - Broadmoor-Colma, 1956/57 (estimate)

County Library tax rate 1956/57 .083

	Assessed Valuation Secured	Assessed Valuation Unsecured	County Library tax
Daly City	$30,872,183	$1,088,250	$26,548
Colma	1,113,515	59,570	974
Broadmoor-Unincorporated Colma	6,822,905	93,215	5,742
TOTAL	$38,808.603	$1,241,035	$33,265

Estimated Expenditures for County Library Service-- Daly City, Broadmoor-Colma area	$33,065

The regular meeting of the Library Commission was held on October 10, 1956 at the City Hall. All members were present. Miss Clark was a guest.

The minutes of September 12 were approved.

The Librarian's report was mailed to each member. As the Library is still without a page, it was moved by Mr. De Martini that a high school student be hired. Carried.

Miss Jackson has been appointed to the branch library. The Commission asked Miss Clark to invite her to our next meeting.

The financial report was checked. As of June 30, 1956, we have a cash balance of $9,851.29.

An hourly report was received showing a need for more hours open at the branch. It was moved by Maude Hanselman, and passed, that the branch be kept open from 1 to 6 p.m. This is to take effect Monday, October 15.

The contract from the County still is not ready. Mr. Pacelli was appointed to go to Redwood City to expedite the return of the contract. The contract for the repair of the roof of main library has been awarded to American Roofing Co. The linoleum for Children's Room will be matched with adult room, and bids are now being made for the painting. Mr. De Martini moved that the library be closed during alterations. Passed. Mrs. Woods was asked to call Mr. Stites about the dry rot, tension and paint for library door.

Mr. De Martini moved that we postpone the election till next meeting. Passed unanimously.

The following letter was to be sent to Mr. Stites:

> "It has come to our attention that you have limited the Library staff and the Commission to one "out of County" trip for this fiscal year. Please clarify this matter, as it is our understanding that budget items 160 and 510, totaling $300.00 are to be used at the discretion of the Commission."

Miss Clark will write to Chicago University for information on a course of study for library commissioners.

at the Westlake Club House
Mr. Mardikian will speak/for the Friends of the Library October 24th at 8:15 p.m. This is to start the book drive. It was moved by Mr. Pacelli and passed that the Commission approve the plans concerning the book drive by the Library Friends.

Mr. De Martini and Mrs. Woods were appointed on a committee to talk to Mr. Kendree about the contract for the site for the new library in Westlake.

Mrs. Woods moved, and it was passed, that the following letter be sent the Council and Mr. Stites:

> "At the regular meeting of the Library Commission on October 10, a motion was made and passed that the Commission write the Council a letter urging them to include plans to obtain property for a library site, in any arrangements they may have for new annexations to Daly City."

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Maude Hanselman, Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
October 1956

NEW BORROWERS REGISTERED:

October 1955		October 1956		Total to date, 1956/57	
Adult	123	Adult	84	Adult	292
Juvenile	97	Juvenile	24	Juvenile	146
Total	220	Total	108	Total	438

Of the above figures for October 1956, the following were non-resident borrowers:

Adult	7
Juvenile	0
Total	7

REREGISTRATIONS:

Adult	36	Adult	16	Adult	110
Juvenile	33	Juvenile	9	Juvenile	74
Total	69	Total	25	Total	184

BOOK STOCK:

Books added, July 2 - September 30, 1956	783
Books added, October 1 - 31, 1956	465
Total	1,248
Books discarded, July 2 - October 31, 1956	278
Net gain	970
Book stock, June 30, 1956	12,579
Total book stock, October 31, 1956	13,549 (Daly City books only)

FINES	$103.80
LOST BOOKS	6.77
TOTAL	110.57
DAYS OPEN	26
REFERENCE QUESTIONS	266
Reference questions to date, 1956/57	832

CIRCULATION:

	Oct. 1955		Oct. 1956		Total to date, 1956/57	
Adult fiction (city)	1,495		1,326		5,266	
Adult fiction (county)	466		390		1,524	
Total adult fiction		1,961		1,716		6,790
Adult non-fiction (city)	1,019		1,057		4,141	
Adult non-fiction (county)	217		191		728	
Total adult non-fiction		1,236		1,248		4,869
McNaughton titles (county)	120		218		778	
Total adult circulation		3,317		3,182		12,437
Juvenile (city)	2,789		1,680		7,451	
Juvenile (county)	352		184		868	
Total juvenile circulation		3,141		1,864		8,319
Periodicals	471		387		1,461	
Pamphlets	32		19		58	
Pictures	00		174		470	
Pocket books (no longer counted separately)	27		00		00	
Total circulation		6,988		5,626		22,745

Total circulation of County books (983) represents 17+% of the total circulation for the month of October 1956.

Personnel-wise, October was a very eventful month. Miss Joy Belle Jackson was appointed Senior Librarian in charge of the Westlake-Broadmoor Branch on a permanent, probationary basis, effective October 3, 1956. On October 16th, Leo Leriche, a senior at San Francisco State College, reported for part-time duty as library page at the Mission Street building, replacing Jan Hodenfield, who left on August 17th. On October 29, 1956, Miss Mary Margaret Smith began temporary work as Children's Librarian, pending the civil service examination. Miss Smith is a graduate of the University of South Dakota, a journalism major, and has recently completed her library school studies at the University of Minnesota. We are extremely glad to have her on our staff, and hope that she will remain with us. It was most fortunate that she was available during the period that Miss Clark was attending the California Library Association annual conference in San Diego.

We are very happy to report that work on the new roof at the Mission Street building was completed on October 24th. Mr. Weiler, Director of Public Works, inspected the job and pronounced it satisfactory in every way. Total cost was $430.00.

Miss Jackson and Miss Clark attended the regular book selection meeting at the County Library headquarters on October 26th.

Miss Clark attended the above mentioned C.L.A. Conference in San Diego from October 30 to November 3. This proved to be one of the best annual conferences ever held by C.L.A. One of the outstanding features of this year's meeting was the fact that each of the sections of the California Library Association was responsible for one of the general sessions, thus giving the entire membership an opportunity to hear outstanding speakers on a variety of subjects. This was a distinct contrast from previous meetings, where members were either torn between conflicting meetings or more or less forced to attend meetings of paramount interest to themselves, thus cutting them off from other aspects of librarianship which are necessary and even vital to an understanding of library problems and activities on the whole. In addition to the C.L.A. Conference, Miss Clark attended a special dinner meeting on October 30 held by the "alumni" of the Workshop on the Mechanics of Public Library Cooperation, in which Daly City had participated in March of this year. This meeting was given over to brief progress reports on the eight special problems which had been attacked in March.

Statistics for the Westlake-Broadmoor Branch Library are appended.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

November 8, 1956

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
October 1956

NEW BORROWERS REGISTERED:

October 1956		Total to date, 1956/57	
Adult	99	Adult	495
Juvenile	80	Juvenile	358
Total	179	Total	853

Of the above figures for October 1956, the following were non-resident borrowers:

Adult	17
Juvenile	25
Total	42

REREGISTRATIONS:

Adult	2	Adult	8
Juvenile	2	Juvenile	13
Total	4	Total	21

CIRCULATION:

	October 1956		Total to date, 1956/57	
Adult fiction (city)	184		713	
Adult fiction (county)	1,328		5,644	
Total adult fiction		1,512		6,357
Adult non-fiction (city)	116		416	
Adult non-fiction (county)	592		2,194	
Total adult non-fiction		708		2,610
McNaughton titles (county)	161		399	
Total adult circulation		2,381		9,366
Juvenile (city)	1,551		7,487	
Juvenile (county)	727		2,761	
Total juvenile circulation		2,278		10,248
Periodicals	255		645	
Pamphlets	5		17	
Total circulation		4,919		20,276

FINES	$85.39
LOST BOOKS	0.00
TOTAL	$85.39
DAYS OPEN	26
REFERENCE QUESTIONS	74
Reference questions to date, 1956/57	294

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 8-31-56

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
P- 10	25,686.00	6,421.00	19,265.00*	3,414.65		3,006.35*
T- 20	1,300.00	450.00	850.00*	312.80		137.20*
Salaries	26,986.00	6,871.00	20,115.00*	3,727.45	.00	3,143.55*
100	1,000.00	250.00	750.00*	133.71		116.29*
130			.00*	8.59		8.59C
140	200.00	50.00	150.00*			50.00*
~~1,000~~						
150	250.00	62.00	188.00*			62.00*
160	150.00	37.00	113.00*	12.42		24.58*
200	1,450.00	362.00	1,088.00*			362.00*
210	100.00	25.00	75.00*	9.70		15.30*
220	1,500.00	750.00	750.00*			750.00*
240	7,892.00	1,973.00	5,919.00*		7.50	1,965.50*
310	5,222.95	1,622.95	3,600.00*	461.46	1,258.65	97.16C
315	878.50	503.50	375.00*	57.17	341.00	105.33*
370	683.74	233.74	450.00*	105.59	3.61	124.54*
400	107.10	32.10	75.00*	7.11	37.58	12.59C
500	250.00	62.00	188.00*	360.00		298.00C
510	150.00	37.00	113.00*	2.16		34.84*
Total Expenses	19,834.29	6,000.29	13,834.00*	1,157.91	1,648.34	3,194.04*
700	4,000.00	4,000.00	.00*			4,000.00*
900	2,217.02	2,217.02	.00*	254.19	160.17	1,802.66*
Capital Outlay	6,217.02	6,217.02	.00*	254.19	160.17	5,802.66*
GRAND TOTALS	53,037.31	19,088.31	33,949.00*	5,139.55	1,808.51	12,140.25*

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 9-30-56

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
Permanent 10	25,686.00	6,421.00	19,265.00*	5,174.31		1,246.69*
Temporary 20	1,800.00	450.00	1,350.00*	413.15		36.85*
Salaries	27,486.00	6,871.00	20,615.00*	5,587.46	.00	1,283.54*
100	1,000.00	250.00	750.00*	133.71		116.29*
140	200.00	50.00	150.00*			50.00*
150	250.00	62.00	188.00*			62.00*
160	150.00	37.00	113.00*	17.82		19.18*
200	1,450.00	705.00	745.00*		705.01	.01CR
210	100.00	25.00	75.00*	9.70		15.30*
220	1,500.00	750.00	750.00*	875.00		125.00CR
County 240	7,892.00	1,973.00	5,919.00*	1,973.00		.00*
book fund 310	5,222.95	1,622.95	3,600.00*	648.21	1,011.57	36.83CR
315	878.50	503.50	375.00*	57.17	341.00	105.33*
370	683.74	233.74	450.00*	121.76		111.98*
Miscellaneous 400	107.10	32.10	75.00*	7.11	37.58	12.59CR
Insurance & bonds 500	250.00	62.00	188.00*	387.55		325.55CR
510	150.00	37.00	113.00*	9.66		27.34*
Total Expenses	19,834.29	6,343.29	13,491.00*	4,240.69	2,095.16	7.44*
Lot 600	25,000.00		25,000.00*			.00*
architect 700	4,000.00	4,000.00	.00*			4,000.00*
Capital equipment 900	2,217.02	2,217.02	.00*	493.80	857.09	866.13*
Capital Outlay	31,217.02	6,217.02	25,000.00*	493.80	857.09	4,866.13*
GRAND TOTALS	78,537.31	19,431.31	59,106.00*	10,321.95	2,952.25	6,157.11*

In library fund - 9851.29 cash balances at June 30, 1968

8 15 PM Mandelkern at Westlake Clubhouse

October 24 on Friends of Library Meeting to start book drive

EPARTMENT LIBRARY PERIOD 7-1-56 to 10-31-56

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
P- 10	26,191.00	13,045.00	13,146.00*	6,919.21		6,125.79*
T- 20	1,800.00	900.00	900.00*	523.62		376.38*
Salaries	27,991.00	13,945.00	14,046.00*	7,442.83	.00	6,502.17*
100	1,000.00	500.00	500.00*	214.76		285.24*
140	200.00	100.00	100.00*			100.00*
150	250.00	124.00	126.00*			124.00*
160	150.00	74.00	76.00*	22.68		51.32*
200	1,450.00	724.00	726.00*	.88	705.01	18.11*
210	100.00	50.00	50.00*	9.70		40.30*
220	1,500.00	750.00	750.00*	875.00		125.00CR
240	7,892.00	3,946.00	3,946.00*	2,630.00		1,316.00*
310	5,222.95	2,822.95	2,400.00*	1,389.61	1,425.81	7.53*
315	878.50	628.50	250.00*	296.61	30.00	301.89*
370	683.74	383.74	300.00*	122.96		260.78*
400	107.10	57.10	50.00*	7.11	37.58	12.41*
500	250.00	124.00	126.00*	387.55		263.55CR
510	150.00	74.00	76.00*	9.66		64.34*
Total Expenses	19,834.29	10,358.29	9,476.00*	5,966.52	2,198.40	2,193.37*
600	25,000.00		25,000.00*			.00*
700	4,000.00	4,000.00	.00*			4,000.00*
900	2,217.02	2,217.02	.00*	493.80	857.09	866.13*
Capital Outlay	31,217.02	6,217.02	25,000.00*	493.80	857.09	4,866.13*
GRAND TOTALS	79,042.31	30,520.31	48,522.00*	13,903.15	3,055.49	13,561.67*

DEPARTMENTAL

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 11-30-56

ACCOUNT		APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
Regular	10	26,191.00	10,854.00	15,337.00*	9,100.62		1,753.38*
Extra	20	1,800.00	750.00	1,050.00*	664.73		85.27*
Salaries		27,991.00	11,604.00	16,387.00*	9,765.35	.00	1,838.65*
Utilities	100	1,000.00	417.00	~~317.00CR~~ 583.00	276.23		140.77*
Binding	140	200.00	83.00	117.00*			83.00*
Telephone	150	250.00	103.00	147.00*	147.66		44.66CR
Travel	160	150.00	61.00	89.00*	28.89		32.11*
Care of buildings	200	1,450.00	724.00	726.00*	430.88	743.01	449.89CR
Care of equipment	210	100.00	42.00	58.00*	9.70		32.30*
Rent	220	1,500.00	625.00	875.00*	1,250.00		625.00CR
County services	240	7,892.00	3,287.00	4,605.00*	3,287.00		.00*
Books	310	5,222.95	2,422.95	2,800.00*	2,299.76	530.96	407.77CR
Periodicals	315	878.50	586.50	292.00*	326.61	15.00	244.89*
Supplies postage	370	683.74	333.74	350.00*	141.83		191.91*
Miscellaneous	400	107.10	49.10	58.00*	7.11	37.58	4.41*
Insurance & bonds	500	250.00	103.00	147.00*	387.55		284.55CR
Dues & meetings	510	150.00	74.00	76.00*	132.26	2.00	60.26CR
Total Expenses		19,834.29	8,911.29	10,923.00*	8,725.48	1,328.55	1,142.74CR
Land	600	25,000.00		25,000.00*			.00*
Buildings	700	4,000.00	4,000.00	.00*			4,000.00*
Machinery & equip rent	900	2,217.02	2,217.02	.00*	493.80	857.09	866.13*
Capital Outlay		31,217.02	6,217.02	25,000.00*	493.80	857.09	4,866.13*
GRAND TOTALS		79,042.31	26,732.31	52,310.00*	18,984.63	2,185.64	5,562.04*

The regular meeting of the Daly City Library Commission was held on December 12,1956 at 8 p.m. at the City Hall. Mr. Pacelli was absent. Miss Clark and Mr. Stites were guests.

The minutes of October 10th were approved as read. No meeting was held in November, as the Commission attended a meeting of Special Libraries Association at the World Trade Center.

The financial report was discussed.

After some explanation by Miss Clark, it was moved by Mrs. Woods, and carried, that each board member receive a membership in the American Library Association and the California Library Association. Miss Clark will order additional membership forms.

Miss Clark has had no report from the University of Chicago about the trustee training course.

Dr. Farber read the contract for the new library site in Westlake, and, after some explanation by Mr. Stites, Mrs. Woods moved and it was seconded that the Commission recommend the purchase of the site subject to appraisal. Passed. After some talk on libraries and architects, Miss Clark was asked to make out a list of libraries suitable for the Board to visit.

It was moved by Mrs. Hanselman and seconded that the County contract be accepted. Passed. Mrs. Woods moved that a letter be written theCounty asking that the 1957-1958 contract be mailed to us before our next meeting on January 9, 1957. Carried.

Mrs. Woods asked that Miss Clark give a report on the CLA convention at our next meeting.

Filing for the Children's Librarian position will be closed January 29,1957 and the examination will be held February 11,1957. Qualifications for the Children's Librarian position will be taken up at our next meeting.

A letter from Friends of the Library was read, saying they would have a board meeting on January 3, 1957 at 8 p.m. at Mrs. Mason Eastman's home.

A letter was read from the Jefferson Elementary School District, reporting on the joint meeting of the School Board and the City Council regarding cooperation between the two agencies. Library facilities were among the topics discussed.

A motion was made by Mr. De Martini that we close the Library at 1 p.m. on Christmas Eve and New Year's Eve. Passed.

A letter was read from Ruth Mathison, saying the County Library would collect no fines for the month of December. We will still collect for our overdue books.

Mrs. Woods reported 1,500 books were received during the book drive. The Friends of the Library may have another drive in May; also they are planning a story-telling class to be conducted by Mrs. Marion Garthwaite.

The meeting adjourned at 10:50 p.m.

Maude Hanselman
Secretary pro tem

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
December 1956

NEW BORROWERS REGISTERED:

December 1955		December 1956		Total to date, 1956/57	
Adult	71	Adult	81	Adult	450
Juvenile	37	Juvenile	31	Juvenile	207
Total	108	Total	112	Total	657

Of the above figures for December 1956, the following were non-resident borrowers:

Adult	14
Juvenile	2
Total	16

REREGISTRATIONS:

Adult	14	Adult	61	Adult	179
Juvenile	14	Juvenile	17	Juvenile	97
Total	28	Total	78	Total	276

BOOK STOCK:

Books added, July 2 - November 30, 1956	1,475
Books added, December 1 - 31, 1956	159
Total	1,634
Books discarded, July 2 - December 31, 1956	291
Net gain	1,343
Book stock, June 30, 1956	12, 579
Total book stock, December 31, 1956	13,922 (Daly City books only)

FINES	$101.42
LOST BOOKS	5.58
TOTAL	$107.00
DAYS OPEN	25
REFERENCE QUESTIONS	418
Reference questions to date, 1956/57	1,556

CIRCULATION:

	Dec. 1955		Dec. 1956		Total to date, 1956/57	
Adult fiction (city)	1,428		941		7,230	
Adult fiction (county)	467		236		2,068	
Total adult fiction		1,895		1,177		9,298
Adult non-fiction (city)	910		833		5,786	
Adult non-fiction (county)	216		139		993	
Total adult non-fiction		1,126		972		6,779
McNaughton titles (county)	213		162		1,098	
Total adult circulation		3,234		2,311		17,175
Juvenile (city)	1,945		1,231		10,050	
Juvenile (county)	299		129		1,158	
Total juvenile circulation		2,244		1,360		11,208
Periodicals	372		246		1,917	
Pamphlets	60		27		100	
Pictures	0		75		669	
Pocket books (no longer counted separately)	17		0		0	
State and Interlibrary loans	___		8		8	
Total circulation		5,927		4,027		31,077

Total circulation of County books (666) represents 16.5% of the total circulation for the month of December 1956.

During December renovation of the Mission Street Library continued and has now been almost entirely completed. The painting contractor and his men returned on the 7th and on the 18th, on which occasions they repainted the ceiling and walls in the main room, the ceiling in the Children's Room, and the front door and vestibule woodwork. The new threshold between the two rooms has also been given three coats of paint, and is a great improvement over the old one. On December 14th new steel shelving to match our main room stacks was delivered, and it was installed the following day. This shelving replaced the old shelving around the walls of the main room in the stack area, and the improvement in appearance is tremendous. All that remains of the old shelving are two counter-height cases just inside the door, which are to be painted to match the new shelving, and the sections behind the circulation desk in the work area.

On December 21st one of the light switches at the Westlake-Broadmoor Branch began making trouble, and since the difficulty occurred in the evening, the Fire Department was notified. One of the firemen made a quick inspection, pronounced it safe for the time being, but reported it to the Doelger Corp. service department. After some preliminary work, a new switch was finally installed by the Doelger Corp. and there have been no further difficulties.

The two libraries had a distinguished visitor on December 14th, when the County Librarian, Miss Ross, brought the State Librarian, Mrs. Carma Zimmerman, on a brief visit. This was Mrs. Zimmerman's second visit to Daly City in her five years of tenure as State Librarian. Both she and Miss Ross expressed pleasure with the new paint job at Mission Street, and Mrs. Zimmerman was favorably impressed with activities at the Westlake-Broadmoor Branch.

Miss Jackson attended a follow-up meeting of the Community Council (Northern San Mateo County group) on the 4th. Miss Smith attended the regular monthly meeting of the Association of Children's Librarians on the 13th.

Both libraries were decorated for the holiday season. Miss Smith held a story hour on December 20th, attended by only two children, although it had been publicized. It is evident that a regular story-hour program is necessary in order to have a desirable attendance; this is one of the reasons why we are so eager to have the Children's Librarian position filled on a permanent basis.

Statistics for the Westlake-Broadmoor Branch Library are appended.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

January 2, 1957

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
December 1956

NEW BORROWERS REGISTERED:

December 1956		Total to date, 1956/57	
Adult	71	Adult	645
Juvenile	38	Juvenile	447
Total	109	Total	1,092

Of the above figures for December 1956, the following were non-resident borrowers:

Adult	17
Juvenile	13
Total	30

REREGISTRATIONS:

Adult	2	Adult	12
Juvenile	0	Juvenile	13
Total	2	Total	25

CIRCULATION:

	December 1956		Total to date, 1956/57	
Adult fiction (city)	147		1,024	
Adult fiction (county)	794		7,441	
Total adult fiction		941		8,465
Adult non-fiction (city)	84		585	
Adult non-fiction (county)	369		2,975	
Total adult non-fiction		453		3,560
McNaughton titles (county)	168		756	
Total adult circulation		1,562		12,781
Juvenile (city)	1,060		9,973	
Juvenile (county)	498		3,992	
Total juvenile circulation		1,558		13,965
Periodicals	229		1,129	
Pamphlets	0		18	
State and Interlibrary loans	3		3	
Total circulation		3,352		27,896

FINES	$84.11
LOST BOOKS	0.00
TOTAL	$84.11
DAYS OPEN	23
REFERENCE QUESTIONS	65
Reference questions to date, 1956/57	433

OFFICE OF THE CITY MANAGER

MARCH 22, 1911

CITY OF DALY CITY

Gateway to the Peninsula

SAN MATEO COUNTY, CALIFORNIA

CITY HALL - PLaza 5-0850

H. I. STITES, City Manager

Mayor
Joseph J. Verducci

Councilmen
hael R. DeBernardi
Paul Hupf
Sanford G. Vickers
Del C. Wilson

December 26, 1956

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber,

Enclosed is a copy of the letter of transmittal to the members of the Library Commission in regard to the map of the alternate proposed Library Site.

Very truly yours,

H. I. Stites

H. I. Stites
City Manager

HIS/jan
Enclosures/2

December 26, 1956

Mrs. Grace E. Woods
181 Wilshire Avenue
Daly City, California

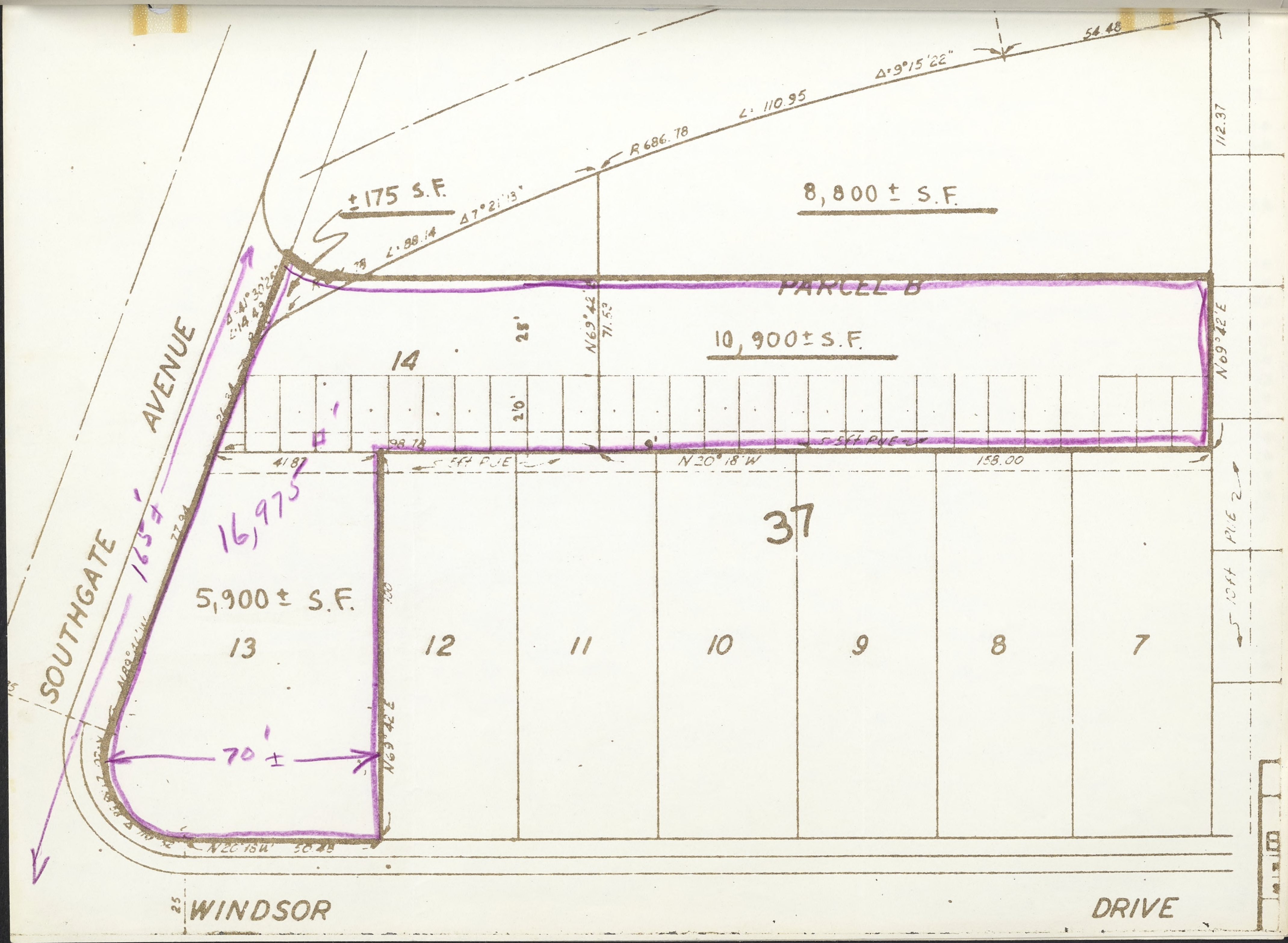
Dear Mrs. Woods,

Enclosed is a copy of the map of the alternate Library Site suggested by the Henry Doelger Corporation. Please contact Dr. Farber for details of price and advise him of your recommendation regarding this proposed site.

Very truly yours,

H. I. Stites
City Manager

HIS/jan
Enclosure/1


±175 S.F.
8,800 ± S.F.
R 686.78
L: 110.95
Δ: 9°15'22"
54.48
112.37
Δ: 7°21'13"
L: 88.14
PARCEL B
10,900 ± S.F.
14
25'
20'
N 69°42' E
71.53
N 69°42' E
98.78
41.87
5 ft P.U.E.
N 20°18' W
158.00
37
16,975
165' ±
5,900 ± S.F.
13
12
11
10
9
8
7
70' ±
N 69°42' E
100
10 ft P.U.E.
N 20°18' W
50.48
SOUTHGATE
AVENUE
WINDSOR
DRIVE
25
25
77.94

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 12-31-56

ACCOUNT		APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
p-	10	26,191.00	13,045.00	13,146.00*	11,259.28		1,785.72*
t-	20	1,800.00	900.00	900.00*	793.75		106.25*
Salaries		27,991.00	13,945.00	14,046.00*	12,053.03	.00	1,891.97*
	100	1,000.00	500.00	500.00*	341.81		158.19*
	140	200.00	100.00	100.00*			100.00*
	150	250.00	124.00	126.00*	224.67		100.67CR
	160	150.00	74.00	76.00*	34.29		39.71*
	200	1,450.00	724.00	726.00*	1,188.01	5.10	469.11CR
	210	100.00	50.00	50.00*	9.70	2.63	37.67*
	220	1,500.00	750.00	750.00*	1,375.00		625.00CR
	240	7,892.00	3,946.00	3,946.00*	3,944.00		2.00*
	310	5,868.36	3,468.36	2,400.00*	2,521.90	472.40	474.06*
	315	878.50	628.50	250.00*	341.61	60.50	226.39*
	370	683.74	383.74	300.00*	222.41	92.60	68.73*
	400	107.10	57.10	50.00*	7.11	37.58	12.41*
	500	250.00	124.00	126.00*	505.12		381.12CR
	510	150.00	74.00	76.00*	132.26	2.00	60.26CR
Total Expenses		20,479.70	11,003.70	9,476.00*	10,847.89	672.81	517.00CR
	600	25,000.00		25,000.00*		150.00	150.00CR
	700	4,000.00	4,000.00	.00*			4,000.00*
	900	2,217.02	2,217.02	.00*	493.80	1,070.56	652.66*
Capital Outlay		31,217.02	6,217.02	25,000.00*	493.80	1,220.56	4,502.66*
GRAND TOTALS:		79,687.72	31,165.72	48,522.00*	23,394.72	1,893.37	5,877.63*

DC 42 1/57

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 1-31-57

ACCOUNT		APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
P-	10	26,191.00	15,236.00	10,955.00*	13,409.17		1,826.83*
T-	20	1,800.00	1,050.00	750.00*	906.02		143.98*
Salaries		27,991.00	16,286.00	11,705.00*	14,315.19	.00	1,970.81*
	100	1,000.00	584.00	416.00*	461.83		122.17*
	140	200.00	117.00	83.00*			117.00*
	150	250.00	145.00	105.00*	261.56		116.56CR
	160	110.29	47.29	63.00*	45.75		1.54*
	200	1,450.00	1,250.00	200.00*	1,193.11		56.89*
	210	62.33	21.33	41.00*	12.64		8.69*
	220	1,500.00	875.00	625.00*	1,500.00		625.00CR
	240	7,892.00	4,604.00	3,288.00*	4,601.00		3.00*
	310	5,868.36	3,868.36	2,000.00*	2,666.73	992.40	209.23*
	315	878.50	670.50	208.00*	400.11	2.00	268.39*
	370	615.01	365.01	250.00*	262.86	89.15	13.00*
	400	94.69	52.69	42.00*	7.11	42.26	3.32*
	500	250.00	224.00	26.00*	505.12		281.12CR
	510	308.52	270.00	38.52*	144.76	15.00	110.24*
Total Expenses		20,479.70	13,094.18	7,385.52*	12,062.58	1,140.81	109.21CR
	600	25,000.00	25,000.00	.00*	150.00		24,850.00*
	700	4,000.00	4,000.00	.00*			4,000.00*
	900	2,217.02	2,217.02	.00*	1,486.99	79.44	650.59*
Capital Outlay		31,217.02	31,217.02	.00*	1,636.99	79.44	29,500.59*
GRAND TOTALS:		79,687.72	60,597.20	19,090.52*	28,014.76	1,220.25	31,362.19*

DC 42 1/57

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 2-28-57

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
P- 10	26,191.00	16,987.00	9,204.00*	15,665.83		1,321.17*
T- 20	1,800.00	1,170.00	630.00*	1,017.63		152.37*
Salaries	27,991.00	18,157.00	9,834.00*	16,683.46	.00	1,473.54*
100	1,000.00	667.00	333.00*	538.16		128.84*
140	200.00	134.00	66.00*			134.00*
150	250.00	166.00	84.00*	294.89		128.89CR
160	110.29	59.29	51.00*	54.39		4.90*
200	1,450.00	1,290.00	160.00*	1,193.11		96.89*
210	62.33	29.33	33.00*	19.11		10.22*
220	1,500.00	1,000.00	500.00*	1,625.00		625.00CR
240	7,892.00	5,262.00	2,630.00*	5,258.00		4.00*
310	5,868.36	4,268.36	1,600.00*	2,718.41	947.08	602.87*
315	878.50	712.50	166.00*	400.11	2.00	310.39*
370	615.01	415.01	200.00*	327.40	26.33	61.28*
400	94.69	60.69	34.00*	11.74	37.58	11.37*
500	250.00	250.00	.00*	505.12		255.12CR
510	308.52	270.00	38.52*	159.76		110.24*
Total Expenses	20,479.70	14,584.18	5,895.52*	13,105.20	1,012.99	465.99*
600	25,000.00	25,000.00	.00*	150.00	547.50	24,302.50*
700	4,000.00	4,000.00	.00*			4,000.00*
900	2,217.02	2,217.02	.00*	1,486.99	79.44	650.59*
Capital OUtlay	31,217.02	31,217.02	.00*	1,636.99	626.94	28,953.09*
GRAND TOTALS:	79,687.72	63,958.20	15,729.52*	31,425.65	1,639.93	30,892.62*

DEPARTMENTAL BUDGET REPORT

DEPARTMENT

PERIOD 7-1-56 to 3-31-57

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
10	26,191.00	19,288.00	6,903.00*	17,922.51		1,365.49*
20	1,800.00	1,328.00	472.00*	1,162.33		165.67*
Salaries	27,991.00	20,616.00	7,375.00*	19,084.84	.00	1,531.16*
100	1,000.00	750.00	250.00*	607.74		142.26*
140	200.00	150.00	50.00*			150.00*
150	250.00	187.00	63.00*	324.24		137.24CR
160	110.29	71.29	39.00*	60.06		11.23*
200	1,450.00	1,330.00	120.00*	1,335.91		5.91CR
210	62.33	37.33	25.00*	29.11		8.22*
220	1,500.00	1,125.00	375.00*	1,750.00		625.00CR
240	7,892.00	5,919.00	1,973.00*	5,915.00		4.00*
310	5,868.36	4,668.36	1,200.00*	2,792.10	998.99	877.27*
315	878.50	753.50	125.00*	402.11		351.39*
370	615.01	465.01	150.00*	343.05	121.12	.84*
400	94.69	69.69	25.00*	11.74	37.58	20.37*
500	250.00	250.00	.00*	497.12		247.12CR
510	308.52	270.00	38.52*	217.26	8.00	44.74*
Total Expenses	20,479.70	16,046.18	4,433.52*	14,285.44	1,165.69	595.05*
600	25,000.00	25,000.00	.00*	196.71	547.50	24,255.79*
700	4,000.00	4,000.00	.00*			4,000.00*
900	2,217.02	2,217.02	.00*	1,486.99	79.44	650.59*
Capital Outlay	31,217.02	31,217.02	.00*	1,683.70	626.94	28,906.38*
GRAND TOTALS:	79,687.72	67,879.20	11,808.52*	35,053.98	1,792.63	31,032.59*

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 4-30-57

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
10	26,191.00	21,589.00	4,602.00*	20,179.17		1,409.83*
20	1,800.00	1,485.00	315.00*	1,313.53		171.47*
Salaries	27,991.00	23,074.00	4,917.00*	21,492.70	.00	1,581.30*
100	1,000.00	833.00	167.00*	677.00		156.00*
140	200.00	167.00	33.00*			167.00*
150	250.00	208.00	42.00*	358.60		150.60CR
160	110.29	84.29	26.00*	73.21		11.08*
200	1,450.00	1,370.00	80.00*	1,335.91		34.09*
210	62.33	45.33	17.00*	29.11		16.22*
220	1,500.00	1,250.00	250.00*	1,875.00		625.00CR
240	7,892.00	6,577.00	1,315.00*	6,572.00		5.00*
310	5,868.36	5,068.36	800.00*	3,412.05	774.51	881.80*
315	878.50	795.50	83.00*	402.11	78.00	315.39*
370	615.01	515.01	100.00*	350.20	208.75	43.94CR
400	94.69	77.69	17.00*	11.74	37.58	28.37*
500	250.00	250.00	.00*	497.12		247.12CR
510	308.52	283.00	25.52*	269.80		13.20*
Total Expenses	20,479.70	17,524.18	2,955.52*	15,863.85	1,098.84	561.49*
600	25,000.00	25,000.00	.00*	20,196.71	547.50	4,255.79*
700	4,000.00	4,000.00	.00*			4,000.00*
900	2,217.02	2,217.02	.00*	1,486.99	20.60	709.43*
Capital Outlay	31,217.02	31,217.02	.00*	21,683.70	568.10	8,965.22*
GRAND TOTALS:	79,687.72	71,815.20	7,872.52*	59,040.25	1,666.94	11,108.01*

DC 42 1/57

The regular meeting of the Daly City Library Commission was called to order at 8:07 P.M. on January 9, 1957 in the Conference Room of the City Hall. Mrs. Hanselman was absent. Miss Clark was present as a guest, and was asked to take the minutes in the absence of the Secretary.

The minutes of the previous meeting were accepted. The financial report, as of December 31, 1956, was distributed and discussed.

Miss Clark's report on the Workshop on the Mechanics of Public Library Cooperation, held in Sacramento in March 1956, had been distributed by mail. This was discussed and a brief report was made on the follow-up meeting of the Workshop group in San Diego at the C.L.A. Conference. Miss Clark stated that no progress had been made since the Workshop in regard to Daly City's participation in the cooperative acquisition, cataloging and processing of books; this is due to lack of personnel and facilities at the County Library headquarters. Possible steps to progress in this direction were discussed, and it was the view of the Commission that it would be desirable to have Daly City book orders shipped directly to County Library headquarters by the vendor, to expedite cataloging and processing and to save additional handling of the volumes and avoid loss of time in waiting for pick-ups and deliveries to and from the County Library.

Mrs. Woods moved, and it was passed, that the Commission enroll in the course, HOW TO BE A GOOD LIBRARY BOARD MEMBER, available by correspondence from the University of Chicago Home-Study Department. It was decided to enroll in Mrs. Woods' name. Miss Clark was instructed to handle the details of enrollment and ordering the necessary textbooks.

Election of permanent officers was held. Mrs. Woods nominated Dr. Farber for President; Mr. De Martini seconded the nomination. Mrs. Woods nominated Mrs. Hanselman for Secretary; Mr. De Martini seconded the nomination. Dr. Farber and Mrs. Hanselman were elected by acclamation.

Letters from Miss Bent and Miss Ross, regarding the agreement with the County for the fiscal year 1957/58, were read. There was discussion of Daly City's relationship with the County Library, and it was decided that investigation should be made as to the reasons behind withdrawal of other city libraries from the San Mateo County Library system. Mr. Pacelli volunteered to check on the situations in San Bruno and South San Francisco, the two libraries which have most recently withdrawn. It was decided to hold a special meeting on January 29, 1957 at 8 P.M. to discuss this entire matter. Mr. Pacelli requested Miss Clark to report on the cost of replacing County Library books in the two Daly City libraries.

Mr. De Martini moved that a letter of sympathy be written to Mrs. Hanselman on the recent death of her mother; the motion was passed unanimously. Miss Clark was instructed to write the letter.

The alternate site for the proposed Westlake-Broadmoor Branch Library was discussed. Mrs. Woods moved that a letter be sent to the City Council, expressing the Commission's view that the alternate site at the corner of Southgate Avenue and Windsor Drive is not suitable for library purposes because of 1) the unusable shape of the parcel of land 2) the cost of excavating same 3) the lack of off-street parking. The motion also included the statement that "in general, the alternate site presents too many problems and extra expenditures not existing in the original site offered to offset the difference in purchase price". The motion was seconded by Mr. De Martini and passed. Miss Clark was instructed to write the letter.

Miss Clark was asked to look up methods of financing library buildings and to report on various means of so doing.

Miss Clark presented a list of recent library buildings suitable for the Commission to visit. She was asked to make arrangements for the Commission to visit those libraries on the Peninsula on Tuesday, February 5th.

There was considerable discussion of the qualifications for the position of Children's Librarian and of the candidates who have filed to take the announced civil service examination. It was decided not to take any action at present regarding this matter.

A letter was read from the Mayor of South San Francisco regarding a publication on the history of the Druid Order, which he enclosed. He asked that the publication be placed in the Library, and Miss Clark was instructed to do so.

Miss Clark reported that the Mission Street Library is again without a page. It became necessary to terminate Leo Leriche because of unauthorized absence for more than three days. The Commission again expressed its preference for a high school student to fill this position.

The meeting was adjourned at 11:40 P.M.

Respectfully submitted,

Patricia J. Clark
Librarian and Secretary pro tem

Please read the attached report before the Commission meeting on January 9th, so that it can be the basis of a discussion of the follow-up meeting at the CLA Conference.

PJC

AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS

5

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REPORT OF WORKSHOP ON MECHANICS OF PUBLIC LIBRARY COOPERATION
California State Library
Sacramento, March 24-29, 1956

Four librarians from San Mateo County participated in a Workshop on the Mechanics of Public Library Cooperation held at the California State Library, Sacramento, March 24-29, 1956. The participants from this area included Miss Virginia L. Ross, San Mateo County Librarian, Mrs. Muriel Merman, Redwood City Librarian, Miss Thelma F. Passo, San Bruno Librarian, and Miss Patricia J. Clark, Daly City Librarian. In all, there were twenty-six participants working in small groups on eight specific problems, each one of which involved at least two libraries.

Population in San Mateo County has grown rapidly in recent years. The estimate of 337,300 as of July 1, 1955 is just over 300% (301.7) of the 1940 population, and the increase from 1950 to 1955 is over 100,000. The equalized assessed valuation of property in the County in 1955 was $1,541 per capita, less than 1% over the State average of $1,534. The area of the County is not large, and the population density of 519 per square mile in 1955 is the fourth highest in the State, being exceeded only by San Francisco, Los Angeles and Alameda counties.

This tremendous increase in population has made the demands on public funds especially difficult to meet, and it was felt that some cooperative means of making better use of available tax resources would be of great benefit to all the libraries concerned. The San Mateo County group, therefore, explored the problem of eliminating the duplication of book and card processing services among libraries in the area. This is in line with current trends in government at all levels.

The public libraries in the County, at the end of the 1954-55 fiscal year, had the full-time equivalent of 92.7 persons, or 2.8 employees per 10,000 population. The state-wide average is 3.1 public library employees per 10,000 population. The public libraries in the County, as a group, are near or just above state-wide averages in measures of library service, such as volumes and circulation per capita. Present library facilities and services are in no sense extravagant; on the contrary, they are not keeping pace with the requirements of a rapidly growing population. Total public library expenditures in the County for the fiscal year 1954-55 were $535,048.00.

There are seven city libraries in the County in addition to the County Library. Of these seven libraries, five maintain their own technical processing centers for acquisition, cataloging and processing of books; two libraries use the services of the County Library for this purpose. Since all of the public libraries in the County are serving similar reading publics, they purchase many of the same book titles. Therefore, the work done in the six technical processing centers represents considerable duplication of effort. Experience of other library systems has demonstrated that efficiency of operation can be gained by centralization of the cataloging and processing functions.

The following proposal is suggested as a plan for such a centralization of technical services:

I. SELECTION

A. Each library will continue to do its own book selection.

B. Selection will be coordinated as much as possible through expansion of the County Library's present book selection meetings.

book orders sent to County

C. Some coordination of book selection policies and perhaps some specialization will be effected.

II. ACQUISITION

A. Centralized ordering probably would be desirable.

precedent in Monterey County where one order placed for Salinas by county

  1. Present system of individual ordering will be continued until other aspects of the program have been completed.

B. Orders will be coordinated as mentioned under I.B.

  1. Copies of individual library orders will be forwarded to the County Library at the time orders are placed.

C. Orders will be placed with common vendors as much as is feasible.

D. Full cooperation of vendors will be sought through complete information to them as to methods and purposes of change of present procedures.

  1. All possible steps will be taken to ensure vendors' receiving payment at least as soon as they now do.

E. All deliveries will be made to the County Library. ✓ feasible

F. Invoices or packing slips will be checked immediately at the County Library against items received and then forwarded to purchasing libraries so that bills can be paid or necessary adjustments be made promptly.

G. Property marks and all necessary acquisition information will be entered in volumes.

  1. These procedures will be streamlined and standardized by mutual agreement on details.

III. CATALOGING AND CLASSIFICATION

A. Cataloging and classification practices must be standardized by mutual agreement of participants.

  1. Present discrepancies will be resolved on a democratic basis, so far as is consistent with good practice.

B. Revision and maintenance of card catalogs will be provided for, at least in long-range planning.

IV. PROCESSING

A. Processing practice must be standardized by mutual agreement.

1. Present discrepancies will be resolved on a democratic basis.

B. Distribution of volumes ready for circulation must be made promptly.

1. Deliveries from the County Library to participants will be made not less frequently than once a week.

In addition to duplication of technical services there is duplication of circulation and information service to people who live in unincorporated areas adjacent to cities which have independent municipal libraries. Since these fringe area residents must pay a non-resident fee to check books out of these city libraries, the County Library is obligated to provide branch library service in these areas. For example, in Redwood City the County Library maintains a circulation and information desk at the County Library Headquarters to serve residents of the Redwood City fringe area. Less than two blocks away the Redwood City Public Library maintains similar service for Redwood City residents. County residents, who borrow about 3500 volumes per month from the County Library Headquarters branch, must pass within a block of the Redwood City Public Library. It would seem that there might be some possibility of exchange of operations whereby the San Mateo County Library would do the technical processing of books purchased by the city library in exchange for the city library's furnishing circulation and information service to fringe area residents. It is believed that such an exchange will lead to more efficient technical processing. In addition, valuable personnel of the city libraries could be released for more effective and expanded service to the public.

It should be emphasized that the cooperative efforts suggested here will not necessarily lead to overall financial savings, but rather to a better utilization of existing staff and resources, and to improve service to the public.

Whether city libraries cooperate with the County Library on an affiliated basis, a contract basis, or an exchange of services basis seems to be primarily a matter of choosing which form of participation is most amenable to equitable determination of costs. The cost of salaries involved is easy to determine, since the figures are based on the current and next-year salaries of employees. The costs of the cataloging and processing of books are subject to fluctuation due to variations in the number of books purchased and the equipment and work methods in use. The San Mateo County Library has the use of expensive County equipment for producing catalog cards, and its volume of cataloging and book processing is such that its unit costs are almost certainly lower than the unit costs for identical work done by each library in smaller volume. Because of several factors, at present uncertain, specific contracts based on unit costs would seem not to be a completely feasible method on which to proceed at present. It is suggested that except where costs are known, the basis of working agreements be mutually acceptable exchange of service.

Miss Jackson attended a meeting of the North County Inter-Agency Conference in South San Francisco on January 10th, and a follow-up meeting there on the 24th. She is our regular representative to this group, and is actively participating in committee work. Miss Clark attended a meeting on the evening of January 17th at the home of Mrs. Howard Stites; representatives and leaders of the Girl Scouts in this area, and the Friends of the Library, discussed ways and means of furthering interest and activity on the part of the Girl Scouts in library service.

Miss Jackson and Miss Clark attended the regular book selection meeting at the County Library headquarters on January 18th. On January 29th, four members of the Library staff attended an in-service training session sponsored by the Peninsula Librarians' Association; the subject of the discussion was the use of the card catalog and other catalog records.

On January 24th, the Mission Street library was visited by two fourth grade classes from the Woodrow Wilson School. More than sixty children were involved, with their two teachers.

Statistics for the Westlake-Broadmoor Branch Library are appended.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
January 1957

NEW BORROWERS REGISTERED:

January 1956		January 1957		Total to date, 1956/57	
Adult	107	Adult	98	Adult	832
Juvenile	34	Juvenile	48	Juvenile	484
Total	141	Total	146	Total	1,316

Of the above figures for January 1957, the following were non-resident borrowers:

Adult	8
Juvenile	5
Total	13

REREGISTRATIONS:

Adult	35	Adult	45	Adult	226
Juvenile	39	Juvenile	17	Juvenile	166
Total	74	Total	62	Total	392

BOOK STOCK:

Books added, July 2 - December 31, 1956	1,634
Books added, January 1-31, 1957	207
Total	1,841
Books discarded, July 2 - January 31	358
Net gain	1,483
Book stock, June 30, 1956	12,579
Total book stock, January 31, 1957	14,062 (Daly City books only)

FINES	$111.03
LOST BOOKS	3.50
TOTAL	$114.53
DAYS OPEN	26
REFERENCE QUESTIONS	485
Reference questions to date, 1956/57	2,041

CIRCULATION:

	Jan. 1956		Jan. 1957		Total to date, 1956/57	
Adult fiction (city)	1,889		1,385		8,615	
Adult fiction (county)	625		343		2,411	
Total adult fiction		2,514		1,728		11,026
Adult non-fiction (city)	1,457		1,310		7,096	
Adult non-fiction (county)	324		211		1,204	
Total adult non-fiction		1,781		1,521		8,300
McNaughton titles (county)	361		213		1,311	
Total adult circulation		4,656		3,462		20,637
Juvenile (city)	2,648		1,905		11,955	
Juvenile (county)	353		214		1,372	
Total juvenile circulation		3,001		2,119		13,327
Periodicals	643		362		2,279	
Pamphlets	43		22		122	
Pictures	15		377		1,046	
Pocket books (no longer counted separately)	51		0		0	
State and Interlibrary loans			15		23	
Total circulation		8,409		6,357		37,434

Total circulation of County books (996) represents 15.6% of the total circulation for the month of January 1957.

Personnel matters again highlighted the month just past. Leo Leriche was terminated January 3rd as Library Page at the Mission Street library; cause of termination was absence without leave for more than three days. He was replaced on January 15th by Frank Davis, another San Francisco State College student. Miss Mary Margaret Smith, who held a temporary appointment as Children's Librarian, left us on January 31st in order to make a trip to Arizona to visit her family.

Mrs. Aida Larsen, an active member of Friends of the Library and our former Branch Librarian, began preliminary sorting of the volumes collected in the recent book drive by the Friends of the Library. She has been working with the books at the First Western Bank in Westlake, where they are stored; the personnel of the bank have been most cooperative in allowing her work space and the use of some equipment. The non-fiction volumes have been separated from the fiction, and roughly alphabetized; the first three letters of the alphabet have been prepared to go to the County Library headquarters for cataloging and processing. Preliminary sorting reveals about eighty percent of the volumes are adult fiction, about twenty percent adult non-fiction. There are almost no useable juvenile books.

The Library was the recipient of a gift of 78 rpm phonograph records on January 12th. There are about twenty albums and a like number of single recordings, mostly instrumental, covering a wide variety of musical tastes. They are being cataloged and prepared for circulation at present. The donor is Mr. Lawrence G. Rogers.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
January 1957

NEW BORROWERS REGISTERED:

January 1957		Total to date, 1956/57	
Adult	95	Adult	740
Juvenile	56	Juvenile	503
Total	151	Total	1,243

Of the above figures for January 1957, the following were non-resident borrowers:

Adult	16
Juvenile	17
Total	33

REREGISTRATIONS:

Adult	8	Adult	20
Juvenile	0	Juvenile	13
Total	8	Total	33

CIRCULATION:

	January 1957		Total to date, 1956/57	
Adult fiction (city)	179		1,203	
Adult fiction (county)	1,391		8,832	
Total adult fiction		1,570		10,035
Adult non-fiction (city)	142		727	
Adult non-fiction (county)	720		3,695	
Total adult non-fiction		862		4,422
McNaughton titles (county)	273		1,029	
Total adult circulation		2,705		15,486
Juvenile (city)	1,733		11,706	
Juvenile (county)	808		4,800	
Total juvenile circulation		2,541		16,506
Periodicals	372		1,501	
Pamphlets	4		22	
State and Interlibrary loans	5		8	
Total circulation		5,627		33,523

Total circulation of County books (3,197) represents 56.8% of the total circulation for the month of January.

FINES.................................	$ 85.02	DAYS OPEN	26
LOST BOOKS	0.00		
TOTAL	85.02		

REFERENCE QUESTIONS	123
Reference questions to date, 1956/57	556

Unappropriated reserve in Library fund, 7/1/56:

$6,721.78

Figure from Mr. Stites 1/30/57

PJC

A special meeting of the Daly City Library Commission was held on January 29, 1957 at the City Hall. Miss Clark and Mr. Stites were present as guests.

Miss Clark reported that she had made appointments for the Commissioners to tour several libraries on the Peninsula, beginning with San Bruno at 9 A.M. on February 5th.

There was a general discussion on the furnace problem in the Children's Room. The heat is blistering the ceiling paint and this presents a fire hazard. Mr. Stites will check on this.

Mr. Pacelli thought at least two people should investigate on the withdrawal from the County situation in South San Francisco and San Bruno. Therefore, he made an appointment to see the City Clerk and Mayor of San Bruno on February 6th in the morning.

Mr. Stites will provide Miss Clark with the figure of the Library's unappropriated reserve fund. Miss Clark will mail each Commissioner a report on this figure.

There was a general discussion on County and State service, library tax rate, ways and means of financing a building. Methods of financing:

1. Bond redemption: $2\frac{1}{2}$ to 3%
2. Borrow against a cash reserve: $3\frac{1}{2}$ to 4%
3. Lease-purchase: $5\frac{1}{2}$%

The Council will decide the best way to finance the new building.

It was decided that after visiting the libraries and other city officials or Library Commissioners on February 5th and 6th, a clearer picture will be seen on the County-City set-up, and it was agreed that something should be done about central processing and cataloging, etc. Those who showed an interest in the Sacramento Workshop could be contacted and a get-together should be arranged.

Subscriptions for A.L.A. and C.L.A. memberships have been sent in to the Purchasing Department, and the January issues of the magazines should be received soon.

The meeting adjourned at 10:20 P.M.

Respectfully submitted,

Maude Hanselman
Secretary

January 17, 1957

MEMO TO: CITY MANAGER

FROM: CITY LIBRARIAN

RE: LIBRARY PAGE POSITION

This is to inform you that Frank Davis, a San Francisco State College student, sent to fill the above vacant position at the Mission Street Library, appears to be a satisfactory choice. I interviewed him on Monday, January 14th, and he reported for duty the following afternoon. He is available the hours which we prefer him to work, and he gives every indication of being intelligent, courteous, reliable and willing to work. He has the further advantage of being interested in working for two years, until he completes his studies, with the exception of the summer vacation periods. He informed me that he returns each summer to the same employment, which speaks well for his record.

However, since this is a recurring position in the Library, and since we have two persons currently employed in this capacity (and it seems more than likely that we will continue to have at least two persons employed concurrently), I am requesting that this position be made a part of the regular City personnel classification scheme, with civil service status and a competitive examination, if possible. I am attaching a copy of the suggested duty statement for this position, which was originally submitted to you on November 21, 1955, at which time the position was vacant.

I earnestly recommend that this matter be drawn to the attention of the Personnel Board for possible action.

The Library Commission has several times expressed its preference for a high school student to fill these positions. A high school student would be entirely satisfactory to me and could well meet the qualifications I have recommended. I do not know whether the high school was contacted before Mr. Davis was hired, but on the occasion of the last previous vacancy, I personally telephoned both Jefferson and Westmoor deans of boys, to no avail. Mr. Davis appears to be entirely satisfactory, and he understands that he may be required to take an examination.

Patricia J. Clark
Librarian

✓ copy: Library Commission

PUBLIC LIBRARY
CITY OF DALY CITY
Gateway to the Peninsula
SAN MATEO COUNTY, CALIFORNIA
MARCH 22, 1911
6351 MISSION STREET - PLaza 5-0850

Mayor
oseph J. Verducci
Councilmen
el R. DeBernardi
Paul Hupf
anford G. Vickers
Del C. Wilson

February 8, 1957

MEMO TO: DR. FARBER

FROM: P.J. CLARK

Pursuant to our telephone conversation of this morning, I have the following information:

1. Virginia Ross is unable to make the meeting of the 13th.
2. The page situation is remedied, I hope. Three applicants called for interviews this afternoon, and I have left it to Mr. Avilez to select one. I had a preference, but he had not appeared at City Hall to file an application. There was little to choose between the other two. All three are Westmoor students.
3. Rose Marie Kraus is our acting Children's Librarian, pending the exam on the 11th.
4. We have been accepted to attend the Workshop in Sacramento on public library building planning.
5. Enrollment in the University of Chicago course has been delayed, pending Mrs. Woods' filling out application form.
6. There will be a public hearing before the Personnel Board on Monday evening, Feb. 18th, at 7 p.m. Any matter to be brought before the Board will be considered at that time. I do not know whether the Commission wants to take any action at this time on the qualifications for the Children's Librarian position, especially since results of the exam will not be known at that time. But this is an opportunity to be heard, if there is anything to say. It might be interesting to have someone attend the hearing, just on general principles.

In haste,

Pat

The regular meeting scheduled for February 13, 1957 was not held, as a quorum would not be present.

The visits to the several libraries on February 5th also were not taken, as a quorum was not able to go.

The meeting to be held on February 20, 1957, in place of the regular meeting, was turned into a study session, as a quorum was not present. Dr. Farber, Mrs. Hanselman and Miss Clark discussed the Children's Librarian situation. As only two candidates for this position were on hand to take the examination on February 11, 1957 at 9 A.M., the test could not be given. In order to facilitate matters, it was decided to write to the Personnel Board asking that the job description for the Children's Librarian be changed as follows:

a) Education: Graduation from an accredited college or university, with a library certificate or degree

b) Experience: Eliminate this requirement.

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
February 1957

NEW BORROWERS REGISTERED:

February 1956		February 1957		Total to date, 1956/57	
Adult	81	Adult	76	Adult	908
Juvenile	34	Juvenile	70	Juvenile	554
Total	115	Total	146	Total	1,462

Of the above figures for February 1957, the following were non-resident borrowers:

Adult	18
Juvenile	3
Total	21

REREGISTRATIONS:

Adult	30	Adult	29	Adult	255
Juvenile	16	Juvenile	9	Juvenile	175
Total	46	Total	38	Total	430

BOOK STOCK:

Books added, July 2 - January 31, 1957	1,841
Books added, February 1 - 28, 1957	135
Total	1,976
Books discarded, July 2 - February 28	383
Net gain	1,593
Book stock, June 30, 1956	12,579
Total book stock, February 28, 1957	14,172 (Daly City books only)

FINES	$96.64
LOST BOOKS	7.06
TOTAL	$103.70
DAYS OPEN	22
REFERENCE QUESTIONS	368
Reference questions to date, 1956/57	2,409

CIRCULATION:

	Feb. 1956		Feb. 1957		Total to date, 1956/57	
Adult fiction (city)	1,853		1,337		9,952	
Adult fiction (county)	636		366		2,777	
Total adult fiction		2,489		1,703		12,729
Adult non-fiction (city)	1,449		1,080		8,176	
Adult non-fiction (county)	344		189		1,393	
Total adult non-fiction		1,793		1,269		9,569
McNaughton titles (county)	292		199		1,510	
Total adult circulation		4,574		3,171		23,808
Juvenile (city)	2,817		1,962		13,917	
Juvenile (county)	325		221		1,593	
Total juvenile circulation		3,142		2,183		15,510
Periodicals	549		387		2,666	
Pamphlets	61		12		134	
Pictures	307		368		1,414	
Pocket books (no longer counted separately)	47		0		0	
State and interlibrary loans	0		14		37	
Total circulation		8,680		6,135		43,569

Total circulation of County books (989) represents 16+% of the total circulation for the month of February 1957.

Miss Rose Marie Kraus began work on February 1st in the capacity of Children's Librarian on a temporary appointment. She was scheduled to take the examination which had been announced for February 11th, as was Mrs. Loris Irick of our staff, but since they were the only two candidates who appeared for the examination, it was not given. Miss Kraus is a graduate of the University of California School of Librarianship and has been employed at several Bay Area libraries, most recently at the Presidio of San Francisco; she is also a former high school teacher and school librarian. She took the civil service examination for Senior Librarian the first time it was given (last April) and passed highest on the list, but declined appointment as branch librarian subsequently.

Mr. Frank Davis, the San Francisco State College student who was employed as a page at the Mission Street library, was terminated on February 5th for unauthorized absence without leave. Later it developed that he had been called away from this area by the sudden death of his brother, and that he would be moving to Los Angeles to be nearer his family. Larry Schoenfeldt, a Westmoor High School student, began work in the page position on February 13th.

Eight examples of the work of members of the Print Makers Society of California were received for exhibit on Monday, February 4th. These works in the field of the graphic arts were displayed until February 18th. The Library receives these prints annually for temporary exhibit through our affiliation with the County Library, which arranged for exhibits in the Peninsula area, not just for the County Library system itself.

On February 19th, Mrs. Marion Garthwaite, Children's Librarian of the San Mateo County Free Library, told Indian stories and legends and showed California Indian artifacts from her own collection to more than sixty children at the Mission Street Library. The children were the two third grade classes from the Westlake School, who came with their teachers, Mrs. Lewis and Mrs. Beber, accompanied by several mothers. Mrs. Garthwaite did this same Indian story hour for Mrs. Lewis and Mrs. Beber last year, also here at the Mission Street Library; it looks as though this may become an annual affair.

On February 28th, Miss Rose Seghetti brought her third grade from the General Pershing School for library instruction and a special story hour. About twenty-five children were present, and Miss Kraus taught them some of the elements of library use and read them an appropriate story. This group was by far the best behaved and most courteous class we have ever had visit the library. We were delighted to receive personal letters of thanks from each member of the class, written in their own hands; Miss Kraus received a letter from each child, Mrs. Saarinen and Miss Clark each had a letter from the class secretary.

Miss Clark attended a meeting at the home of Mrs. Robert Woods on February 26th in the evening. This was a follow-up on the January meeting held at Mrs. Howard Stites' home. Representatives of the Girl Scouts, the Boy Scouts, and Friends of the Library heard Miss Taylor, Librarian of the Potrero Branch of the San Francisco Public Library, tell of the organization and work of a group of Junior Friends of the Potrero Library. There was general discussion of the advisability, ways and means of organizing such a group in Daly City.

Respectfully submitted,
Patricia J. Clark
Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
February 1957

NEW BORROWERS REGISTERED:

February 1957		Total to date, 1956/57	
Adult	90	Adult	830
Juvenile	51	Juvenile	554
Total	141	Total	1,384

Of the above figures for February 1957, the following were non-resident borrowers:

Adult	21
Juvenile	16
Total	37

REREGISTRATIONS:

Adult	2	Adult	22
Juvenile	1	Juvenile	14
Total	3	Total	36

CIRCULATION:

	February 1957		Total to date, 1956/57	
Adult fiction (city)	152		1,355	
Adult fiction (county)	1,335		10,167	
Total adult fiction		1,487		11,522
Adult non-fiction (city)	107		834	
Adult non-fiction (county)	642		4,337	
Total adult non-fiction		749		5,171
McNaughton titles (county	214		1,243	
Total adult circulation		2,450		17,936
Juvenile (city)	1,620		13,326	
Juvenile (county)	761		5,561	
Total juvenile circulation		2,381		18,887
Periodicals	316		1,817	
Pamphlets	5		27	
State and Interlibrary loans	4		12	
Total circulation		5,156		38,679

Total circulation of County books (3,272) represents 63.4% of the total circulation for the month of February.

FINES	$ 85.28
LOST BOOKS	3.50
TOTAL	$ 88.78

REFERENCE QUESTIONS	102
Reference questions to date, 1956/57	658
DAYS OPEN	22

COST OF REPLACING COUNTY LIBRARY BOOKS

Basis of figuring costs: County Library has volumes insured as follows -

Juveniles	@ $2.50
Adult fiction	@ 2.50
Adult non-fiction	@ 4.00

McNaughton titles on the service basis @ $1.86

Basis of figuring volumes: actual count of volumes charged to Daly City and Westlake-Broadmoor as of Jan. 1, 1957

Volumes at Daly City

Juveniles - 581 @ $2.50 -	$1,452.50
Adult fiction - 432 @ $2.50	1,080.00
Adult non-fiction - 1,190 @ $4.00	4,760.00
McNaughton titles - 75 @ $1.86	138.90
Total	$7,431.40

Volumes at Westlake-Broadmoor

Juveniles - 1,373 @ $2.50 -	$3,432.50
Adult fiction - 2,051 @ $2.50 -	5,122.50
Adult non-fiction - 1,877 @ $4.00 -	7,508.00
McNaughton titles - 76 @ $1.86 -	140.76
Total	$16,203.76
Grand total	$23,635.16

March 13 - 57

Minutes – previous meeting
study session

Reports – Librarian's
financial
Special committee – Porelli

Letters of appreciation to former members
Phone call from Kendner re lib. sites
Forthcoming meeting at Sacramento (workshop)
Planned Trip to visit Libraries
Planned agenda for distribution
Contract with County – Letters

The regular meeting of the Daly City Library Commission was called to order by Chairman Lionel Farber at 8:12 p.m. on March 13, 1957 at the City Hall. Mr. Pacelli was absent, and Miss Clark was present as a guest.

The minutes of January 9 and special meeting of Jan. 29 were approved. The notes on the study session of February 13 were passed to each one present.

The librarian's report showed the total book stock to be 14,172 Daly City books. There are over 800 non-resident borrowers and about 9,000 total registered borrowers, which would be about 30% of the population. There was some discussion about a non-resident fee.

The financial report was studied, and the unappropriated reserve in the Library Fund as of July 1, 1956 was noted to be $6,721.78.

The Commission's letter of February 21, 1957 to the Personnel Board was read and the Personnel Board's reply was read and discussed. Mr. De Martini moved, seconded by Mrs. Hanselman, that Miss Clark write the Personnel Board that the Commission recommends that the following be the requirements for the three professional positions in the library:

no experience for Children's Librarian
two years experience for Senior Librarian
four years experience for Head Librarian
plus four years of university or accredited college and one year of library school (for each of the three positions).

The motion was passed two to one. Mrs. Woods wishes to go on record as suggesting that some experience be substituted for some formal training.

As Dr. Farber will be out of town on our next regular meeting date, it was decided to have the next meeting on April 3rd.

The lot for the new library in Westlake that the City is in the process of purchasing has been held up due to some legal technicalities.

Miss Clark will attend the Institute-Workshop on Planning Library Buildings at Sacramento March 18-21. The Commission asked Miss Clark to get any information available on procedure on building the Westlake library.

The Commission probably will not be able to visit other libraries until May.

It was moved by common consent that letters of appreciation for fine work accomplished be sent to our former Commission members, Mr. Carr, Mrs. Westgaard and Mrs. Keith.

Mrs. Woods is retiring as President of the Friends of the Library in May and has been asked to be Parliamentarian. She wondered if this would in any way interfere with her Commission work. She feels that the two groups should work closely together. It was the consensus of opinion that this would work out all right.

Dr. Farber suggested that Miss Clark make up an agenda for each meeting and that it be mailed to every member. This will also constitute a notice of the meeting. Anyone having anything to bring up at the meeting should notify the Chairman or librarian.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Maude Hanselman
Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
March 1957

NEW BORROWERS REGISTERED:

	March 1956	March 1957	Total to date, 1956/57
Adult	117	144	1,052
Juvenile	53	78	632
Total	170	222	1,684

Of the above figures for March 1957, the following were non-resident borrowers:

Adult	11
Juvenile	8
Total	19

REREGISTRATIONS:

	March 1956	March 1957	Total to date, 1956/57
Adult	32	20	275
Juvenile	23	13	188
Total	55	33	463

BOOK STOCK:

Books added, July 2, 1956 - February 28, 1957	1,976
Books added, March 1-31, 1957	212
Total	2,188
Books discarded, July 2, 1956 - March 31, 1957	383
Net gain	1,805
Book stock, June 30, 1956	12,579
Total book stock, March 31, 1957	14,384 (Daly City books only)

FINES	$94.17
LOST BOOKS	11.75
TOTAL	105.92
DAYS OPEN	26
REFERENCE QUESTIONS	412
Reference questions to date, 1956/57	2,821

CIRCULATION:

	March 1956		March 1957		Total to date, 1956/57	
Adult fiction (city)	1,434		1,488		11,440	
Adult fiction (county)	510		425		3,202	
Total adult fiction		1,944		1,913		14,642
Adult non-fiction (city)	1,314		1,261		9,437	
Adult non-fiction (county)	269		223		1,616	
Total adult non-fiction		1,583		1,484		11,053
McNaughton titles (county)	276		216		1,726	
Total adult circulation		3,803		3,613		27,421
Juvenile (city)	2,761		2,480		16,397	
Juvenile (county)	320		315		1,908	
Total juvenile circulation		3,081		2,795		18,305
Periodicals	478		458		3,124	
Pamphlets	31		23		157	
Pictures	685		471		1,885	
Pocket books (no longer counted separately)	38		0		0	
State and interlibrary loans	0		32		69	
Total circulation		8,116		7,392		50,961

Total circulation of County books (1,211) represents 16.6% of the total circulation for the month of March 1957.

California Library Week, March 10-16, was marked in Daly City by a display of the second group of eight prints from the Print Makers Society of California. As before, these handsome examples of recent work in the graphic arts were displayed at the Mission Street building.

Another event of Library Week was a special story hour for Cub Scouts on March 14th. Mrs. Marion Garthwaite, Children's Librarian of the San Mateo County Free Library, brought her collection of California Indian artifacts and told Indian legends and stories, as well as some of her own experiences among the Indians of Merced County. This event was arranged through Friends of the Library and was a tie-in with the March theme of the Cub Scouts. All Cubs and their Den Mothers were invited, and the response was so tremendous that only a relatively small proportion of those attending could be suitably accomodated. Unfortunately, at least half of the over 100 who attended could neither see nor hear the speaker, which graphically pointed up the Library's lack of facilities for this type of service.

The third grade from the Jefferson Elementary School, accompanied by their teacher, Mrs. Gray, visited the Mission Street Library on March 12th. Miss Kraus gave them some simple instruction in the use of the Library.

Miss Jackson, Miss Kraus and Miss Clark attended a meeting of branch personnel of the County Library held on March 7th in San Mateo. The chief subject of discussion was the history of early San Mateo County estates, given by Miss Clara B. Dills, former County Librarian. Miss Dills' talk was illustrated with original watercolors which were painted about twenty years ago, commissioned by and the property of the San Mateo County Free Library.

Miss Jackson and Miss Clark attended the regular monthly book selection meeting at the County Library headquarters on March 15th. Miss Kraus attended the regular meeting of the Association of Children's Librarians on March 21st. On March 5th, Miss Ross, Mrs. Brown and Mrs. McKimmey, of the County Library, met in Daly City with Miss Clark, regarding steps to be taken to implement some of the recommended procedures of cooperative cataloging and processing. This was a development of the plans outlined at the Workshop on the Mechanics of Public Library Cooperation at Sacramento in 1956. It has been decided to have shipments of book orders for the Daly City Library made direct to the County Library headquarters by the vendors. We are now waiting to see how this will work out, practically, and whether we have successfully anticipated the problems that this entails.

Miss Clark attended the Institute-Workshop on Public Library Building Planning held at the California State Library in Sacramento, March 18-21. A separate report on this meeting has already been mailed to Commissioners.

On March 28th the first of a group of Senior Girl Scouts reported for volunteer library work at the Mission Street building. Eight girls have recently completed a course of training given by the staff of the San Mateo County Free Library. The girls are now expected to give thirty hours each of service.

The earthquake of March 22nd did no serious damage to either of the library buildings. The Westlake-Broadmoor Branch, in the Westlake shopping center, was closed on the advice of the Police Department on March 22nd, after being open for about two hours. However, it was open as scheduled the following day. The Mission Street building suffered no apparent damage other than one snapped electrical wire, attached to a lighting fixture in the main room. We are awaiting a more thorough check by the Public Works Department.

Statistics for the Westlake-Broadmoor Branch are appended.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
March 1957

NEW BORROWERS REGISTERED:

March 1957		Total to date, 1956/57	
Adult	98	Adult	928
Juvenile	55	Juvenile	609
Total	153	Total	1,537

Of the above figures for March 1957, the following were non-resident borrowers:

Adult	17
Juvenile	29
Total	46

REREGISTRATIONS:

Adult	0	Adult	22
Juvenile	2	Juvenile	16
Total	2	Total	38

CIRCULATION:

	March 1957		Total to date, 1956/57	
Adult fiction (city)	182		1,537	
Adult Fiction (county)	1,432		11,599	
Total adult fiction		1,614		13,136
Adult non-fiction (city)	138		972	
Adult non-fiction (county)	709		5,046	
Total adult non-fiction		847		6,018
McNaughton titles (county)	243		1,486	
Total adult circulation		2,704		20,640
Juvenile (city)	1,885		15,211	
Juvenile (county)	915		6,476	
Total juvenile circulation		2,800		21,687
Periodicals	394		2,211	
Pamphlets	2		29	
State and Interlibrary loans	9		21	
Total circulation		5,909		44,588

Total circulation of County books (3,702) represents 62.6% of the total circulation for the month of March.

FINES	$96.44
LOST BOOKS	5.33
TOTAL	$101.77

REFERENCE QUESTIONS	135
Reference questions to date, 1956/57	793

DAYS OPEN	26

MEMO TO: All Department Heads April 17, 1957

FROM: Director of Public Works

As requested by the City Manager, I submit the following information for your use in preparation of your budget, and plans for improvements and operations that may be contemplated in the future:

(1)	Present area of City	4.73 sq. mi. or 3,028.1 acre
(2)	Population (1956 Census)	30,506
(3)	Population density (1956 Census)	
	(a) Present built-up section of City	9,240 per sq. mi. 14 per acre
	(b) Westlake built-up area	11,800 per sq. mi. 18 per acre
	(c) Area east of Junipero Serra	7,000 per sq. mi. 11 per acre
(4)	Uninhabited area	1.33 sq. mi.
(5)	Ultimate population of City within present boundaries and based upon 11,800 population per sq. mi. of uninhabited territory	44,200
(6)	Estimated population - 1960 - (including Broadmoor)	42,000
(7)	Estimated population - 1965	55,000
(8)	Estimated area - 1965	8.23 sq. mi.

Attached are two copies each of portions of a single-line map of Daly City and adjacent property to the south. These portions of the map are made to be matched and glued or taped together, if it is desired to have the whole City on one map. These maps are for what use you may wish to put them in your studies. Additional copies may be obtained from Mr. Evans.

(signed) Otis T. Calhoun

Attach.
cc: City Manager

COPIES FOR LIBRARY COMMISSIONERS

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMerson 9-1441, Ext. 229-220

VIRGINIA L. ROSS
County Librarian

March 11, 1957

Dr. Lionel Farber, Chairman
Daly City Library Commission
159 Wiltshire Avenue
Daly City, California

Dear Dr. Farber:

Since it was not possible for me to meet with the Library Commission prior to submitting the County Library Budget, I checked with Miss Clark as to what she felt should be budgeted for County Library Service to Daly City for 1957/58.

On the basis of her recommendations, we have included the following specific items in our budget:

Bindery (Daly City)	$ 800.00
Salary Reimbursement:	18,647.00

Westlake-Broadmoor Branch Library	Monthly Salary	Anniv. Date	Monthly Salary	Annual Total
Branch Libn.	$405.00	2	$425.00	$4,960.00
Sr. Lib. Asst.	317.00	2	334.00	3,889.00
Lib. Aide II	262.00	1	275.00	3,222.00
Page @ 1.08/hr.	48.00	-	48.00	576.00
				12,647.00
Daly City Library				6,000.00
				$18,647.00

Charging Machine Rental Westlake-Broadmoor & Daly City	100.00
Capital Outlay*	
Charging Desk, Westlake-Broadmoor Branch	500.00
Book Return Drop, "	200.00
Step Stool, "	25.00

*We expect to purchase an addition to the Westlake-Broadmoor card catalog from 1956/57 funds.

In addition, we expect to supply other services on the same basis as we are doing this year. These services include the following:

Cataloging and processing of books acquired by the City of Daly City.

Supplies needed in connection with circulation routines at Daly City and Westlake-Broadmoor Branch.

Periodicals in approximately the same amount as for current fiscal year.

Rental books from McNaughton Libraries, Inc. (We hope to be able to increase the number of books assigned to each unit.)

Book stock as needed for each unit.

Services: Reference service, resource service, professional services of County Library specialists, and pick up and delivery service.

Our budgetary process is as follows: Prior to May 1, the County Manager will go over the budget with me, it is then submitted to the Board of Supervisors, who consider it in public hearing in June, prior to final adoption June 30. If there are any changes in matters pertaining to County Library service to Daly City, I will notify you.

Very truly yours,

Virginia L. Ross

Virginia L. Ross
County Librarian

VLR:eg
cc: Miss Patricia Clark
Mrs. Maude Hanselman
Mrs. Grace Woods
Mr. Francis Pacelli
Mr. Frank De Martini

LIBRARY COMMISSION AGENDA

Meeting of April 3, 1957

MINUTES of last meeting

REPORTS

1. Librarian's report on Institute-Workshop on Planning Public Library Buildings
2. Report of committee to investigate relationship with County Library

OLD BUSINESS

1. Request for changes in requirements of professional positions and change in title of one non-professional position
2. Purchase of lot for proposed Westlake-Broadmoor Branch

NEW BUSINESS

1. Budget for 1957-58 fiscal year

NOTICE

The Personnel Board will hold a public hearing on Tuesday, April 2, 1957 at 7:30 P.M. in the Council Chambers of the City Hall. Among the topics for discussion will be the duty statements for the three professional library positions and the requested change in title of the position of Library Aid II to Junior Library Assistant. Duty statement for Library Page will also be considered.

Library Commissioners will be interested in the results of this public hearing and any action taken by the Personnel Board. It is suggested that Commissioners attend the hearing and express their opinions, if they so desire.

The regular meeting of the Daly City Library Commission was called to order by President Lionel Farber at 8:15 p.m. on April 3, 1957 at the Daly City City Hall. Mr. Pacelli and Mr. De Martini were absent. Miss Clark was present as a guest.

The minutes of March 13th were approved.

Miss Clark added to her written report on the Institute-Workshop on Planning Library Buildings that she attended March 18-21. She felt a great deal had been gained in general knowledge and that it had been most worthwhile in helping us with the building of the Westlake Branch. Most of the reports will be printed later and Miss Clark offered to ask Mrs. Zimmerman for some extra copies of "Guideposts in Planning Public Library Buildings", prepared by Margaret Klausner and James E. Bryan.

Dr. Farber and Miss Clark attended the Personnel Board meeting on Tuesday, April 2nd, regarding the letter of March 14th on duty statements. No action was taken and it was held over until May 7.

A tax question is holding up the purchase of the Westlake Library site.

The fine money from both libraries has been totaled at $568.58 for the past three months. 36½ % of this will go to the County.

Miss Clark has been asked to submit a five-year plan for the Library along with a tentative city budget. A lengthy discussion followed on all phases of the budget, and it was decided to have a special meeting on April 24th in order to finish this important item on the agenda.

The Commission suggested that Miss Clark contact Mr. Stites regarding the lighting in the Library to find out if it is adequate.

The Golden Gate District meeting of C.L.A. will be held on May 25th in Monterey. It was suggested that those who attend should also visit the Monterey Library.

Dr. Farber asked Miss Clark to draw up a tentative plan for the new building in Westlake, with a thought for the future growth of the area.

The meeting adjourned at 11:55 p.m.

Respectfully submitted,

Maude Hanselman
Secretary

REPORT ON INSTITUTE-WORKSHOP ON PLANNING PUBLIC LIBRARY BUILDINGS

California State Library, Sacramento
March 18-21, 1957

The fifth annual State Library Institute-Workshop was attended by sixty-five persons, representing forty-eight libraries, in addition to members of the California State Library staff. There were also a number of special guest speakers from fields of endeavor outside the library world. Several architects also were present.

The first morning's session was devoted to the keynote address, "The New Look in Libraries", by Margaret Klausner, director of the Institute-Workshop. This was followed by a panel discussion on the general topic of "The Library in the Community". Participants were Howard Samuelson, Librarian of the Salinas Public Library, who discussed "The Library and Community Needs"; Dr. Jane Cassels Record, economist, of the University of California at Davis, who spoke on "The Community Survey and the Library"; and James Noble, Assistant Planning Officer of the County of Sacramento, who talked on "Planning and the Library".

The first afternoon session was on site selection, discussed first by Francis Joseph McCarthy, architect and lecturer in architecture at Stanford University. Mr. McCarthy discussed some of the specific problems involved in two fo his recent library projects, the Bishop Branch of the Inyo County Free Library and the San Leandro Public Library (which is still in the planning stage). Following the presentation of site selection from the architect's viewpoint was a panel discussion of recent site problems encountered in Lodi, Burbank, San B runo and San Francisco, given by the librarians of those public libraries.

The title of Miss Klausner's talk on Tuesday morning, "The Library Program, Its Purpose and Development", referred to the library's building program rather than its general program of functions and activities. This particular discussion was probably the most valuable of any during the entire Institute-Workshop for persons who are just beginning to plan new library buildings. She not only emphasized the importance of having a definite program, preferably in written form, to present to the architect, but showed graphically how to go about preparing such a document. The Tuesday afternoon session developed this theme further, on the practical level, with a discussion by Dr. Alan Covey, Librarian of the Sacramento State College Library, entitled "From Program to Preliminary Plan". Following this talk, Dr. Covey moderated a panel discussion of the problems of service relationships and work flow in the branch library, the headquarters building, and the small library. Participants were Blanche Collins, Assistant Librarian of the Long Beach Public Library, Eleanor Wilson, Librarian of the Kern County Free Library, and Coit Coolidge, Librarian of the Richmond Public Library. Mr. Coolidge is also consulting librarian on the San Leandro Public Library building, and devoted most of his remarks to that new project, although he mentioned some of the problems connected with the Richmond Public Library building, which was completed in 1950.

Wednesday's talks were all on specific technical problems. Marlen N. Davis, Supervisor of the Commercial and Industrial Division of the Sacramento Municipal Utility District, talked on library lighting.

William S. Geller, Assistant Librarian of the Los Angeles County Free Library, discussed heating, cooling, ventilating, air conditioning, plumbing, communications, and maintenance problems and solutions. James R. Koping, of the Public Library of Stockton and San Joaquin County, discussed furnishings and equipment.

The presentation on Thursday morning consisted of two approaches to the problem of the relationship between the architect and the librarian. Mr. McCarthy discussed what the architect expects of the librarian, and Clara Breed, Librarian of the San Diego Public Library, discussed what the librarian expects of the architect. Following this, the use of color in the library was presented by Bob Brown, a decorator and member of the American Institute of Decorators.

The closing session was devoted to a showing of color slides of recently constructed library buildings, with commentary by Miss Breed and several other librarians present who were either connected with or had visited the buildings shown. The meeting closed after an open discussion period at which specific questions were answered and general comments from the participants were encouraged.

All of the discussions were very practical and concise, and the participants were delighted to receive mimeographed copies of all the major talks, so that note-taking could be kept at a minimum. In addition, there were a number of mimeographed materials prepared in advance and distributed to each participant at the outset of the Institute-Workshop. Most valuable of these is a twelve-page outline entitled "Guideposts in Planning Public Library Buildings", prepared by Miss Klausner and James E. Bryan, Assistant Director of the Newark Public Library. Also included was a brief bibliography of materials on public library buildings and planning available from the California State Library. Such materials, as well as photographs and building plans, were on display during the entire Institute-Workshop and were frequently referred to by participants and speakers.

In addition, there were many informal discussions of building plans and problems. One informal evening meeting, called at the request of several librarians present who had brought their plans for criticism, was attended by over half the participants.

From a practical viewpoint, it would seem that the next step for Daly City would be to start drawing up a building program. One of the chief advantages of so doing is to force the librarian, library staff and Commissioners to think seriously and creatively about every aspect of each activity of the library, both present and projected. It encourages critical analysis of procedures currently employed and makes for successful creation, not only of a new building, but also of the policies and activities it represents. Drawing up a program, with the view to a new building, is something which can well be started before an architect has been selected, and the earlier it is started, the less time will be consumed after the architect has been employed.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

Sarber

A special meeting of the Daly City Library Commission was called to order at 8:25 P.M. on April 24, 1957 at the City Hall. Mr. Pacelli and Mr. De Martini were absent. Miss Clark was present as a guest. The meeting was called to compose the 1957-1958 budget and to suggest a plan for a five-year capital improvement program for the Library.

Each item on the budget was studied and discussed and the proposed budget and five-year plan to be submitted to the Council is attached.

A lease for the Westlake-Broadmoor Branch Library for one year for $125.00 per month has been drawn up by the City Attorney.

The County budget will not be determined until June 30th.

The books stores at First Western Bank are being moved and cataloged as fast as possible.

The Commission asked for volunteers from the Friends of the Library group for a tentative summer reading program.

The meeting adjourned at 11 P.M.

Respectfully submitted,

Maude Hanselman
Secretary

attachments

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
April 1957

NEW BORROWERS REGISTERED:

April 1956		April 1957		Total to date, 1956/57	
Adult	194	Adult	62	Adult	1,114
Juvenile	154	Juvenile	73	Juvenile	705
Total	348	Total	135	Total	1,819

Of the above figures for April 1957, the following were non-resident borrowers:

Adult	8
Juvenile	3
Total	11

REREGISTRATIONS:

April 1956		April 1957		Total to date, 1956/57	
Adult	24	Adult	7	Adult	282
Juvenile	10	Juvenile	4	Juvenile	192
Total	34	Total	11	Total	474

BOOK STOCK:

Books added, July 2, 1956 - March 31, 1957	2,188
Books added, April 1-30, 1957	250
Total	2,438
Books discarded, July 2, 1956-April 30, 1957	421
Net gain	2,017
Book stock, June 30, 1956	12,579
Total book stock, April 30, 1957	14,596 (Daly City books only)

FINES	$131.44
LOST BOOKS	3.29
TOTAL	134.73
DAYS OPEN	26
REFERENCE QUESTIONS	420
Reference questions to date, 1956/57	3,241

CIRCULATION:

	April 1956		April 1957		Total to date, 1956/57	
Adult fiction (city)	1,373		1,516		12,956	
Adult fiction (county)	405		429		3,631	
Total adult fiction		1,778		1,945		16,587
Adult non-fiction (city)	1,175		1,169		10,606	
Adult non-fiction (county)	266		241		1,857	
Total adult non-fiction		1,441		1,410		12,463
McNaughton titles (county)	235		199		1,925	
Total adult circulation		3,454		3,554		30,975
Juvenile (city)	2,519		2,354		18,751	
Juvenile (county)	283		336		2,244	
Total juvenile circulation		2,802		2,690		20,995
Periodicals	367		567		3,691	
Pamphlets	26		12		169	
Pictures	733		552		2,437	
Pocket books (no longer counted separately)	16		0		0	
State and Interlibrary loans	0		13		82	
Total circulation		7,398		7,388		58,349

Total circulation of County books (1,218) represents 16.3% of the total circulation for the month of April 1957.

On April 16th, the Westlake-Broadmoor Branch celebrated its first anniversary of service. Since the Branch was open for only half the month of April 1956, a comparison of statistics may not be quite fair, but the appended sheet of figures gives some indication of the activity which has been carried on there.

As a follow-up on earthquake damage, the electrical fixture broken on March 22nd was repaired and put into service again on April 5th. The gas appliances in the Mission Street building were inspected on April 4th, and a leak was discovered in the heater in the Children's Room. However, subsequent checking by the PG&E disclosed nothing which required repair.

All members of the Library staff participated in a survey of job descriptions for Daly City employees, a part of a study to be made by the California State Personnel Board. The chief reason for the study is to determine whether any employees are currently working out of classification, a factor which is necessary for a salary survey.

Miss Randisi brought her second grade class from Olympia School to the Mission Street Library on April 9th. The twenty-eight children were told about the Library's services and were given a brief story hour.

There were two in-service training sessions sponsored by the Peninsula Librarians' Association, both held at the San Mateo Public Library. The first, on April 2nd, was attended by Miss Jackson, Miss Kraus, Mrs. Irick and Miss Clark, and was a panel discussion of children's literature and service to children. All of the talks were very good, and printed lists of children's books, helpful in building up a collection, were distributed. On April 23rd, the second meeting was held. It was concerned with reading and working for and with teen-agers; Miss Kraus and Mrs. Saarinen attended.

On April 11th Miss Kraus attended an all-day meeting of the Association of Children's Librarians in Oakland.

Statistics for the Westlake-Broadmoor Branch are appended.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
April 1957

NEW BORROWERS REGISTERED:

April 1956		April 1957		Total to date, 1956/57	
Adult	232	Adult	67	Adult	928
Juvenile	153	Juvenile	63	Juvenile	672
Total	385	Total	130	Total	1,667

Of the above figures for April 1957, the following were non-resident borrowers:

Adult	16
Juvenile	26
Total	42

REREGISTRATIONS:

April 1956		April 1957		Total to date, 1956/57	
Adult	0	Adult	0	Adult	22
Juvenile	0	Juvenile	0	Juvenile	16
Total	0	Total	0	Total	38

CIRCULATION:

	April 1956*		April 1957		Total to date, 1956/57	
Adult fiction (city)	82		159		1,696	
Adult fiction (county)	424		1,307		12,906	
Total adult fiction		506		1,466		14,602
Adult non-fiction (city)	57		120		1,092	
Adult non-fiction (county)	259		708		5,754	
Total adult non-fiction		316		828		6,846
McNaughton titles (county)	19		255		1,741	
Total adult circulation		841		2,549		23,189
Juvenile (city)	1,366		1,852		17,063	
Juvenile (county)	28		979		7,455	
Total juvenile circulation		1,394		2,831		24,518
Periodicals	1		350		2,561	
Pamphlets	0		3		32	
State and Interlibrary loans	0		13		34	
Total circulation		2,236		5,746		50,334

* Branch was open only from April 16, 1956
Total circulation of County Books (3,612) represents 62.8% of the total circulation for the month of April 1957.

FINES	$111.08
LOST BOOKS	0.00
TOTAL ...1	111.08

REFERENCE QUESTIONS	125
Reference questions to date, 1956/57	918

DAYS OPEN	26

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 5-31-57

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
P- 10	26,191.00	23,890.00	2,301.00*	22,435.83		1,454.17*
T- 20	1,800.00	1,643.00	157.00*	1,460.95		182.05*
Salaries	27,991.00	25,533.00	2,458.00*	23,896.78	.00	1,636.22*
100	1,000.00	917.00	83.00*	754.33		162.67*
140	200.00	183.00	17.00*			183.00*
150	250.00	229.00	21.00*	391.99		162.99CR
160	110.29	97.29	13.00*	84.60		12.69*
200	1,450.00	1,410.00	40.00*	1,335.91		74.09*
210	62.33	54.33	8.00*	29.11		25.22*
220	1,500.00	1,375.00	125.00*	2,000.00		625.00CR
240	7,892.00	7,234.00	658.00*	7,229.00		5.00*
310	5,868.36	5,468.36	400.00*	3,591.09	1,795.33	81.94*
315	878.50	836.50	42.00*	402.11	222.50	211.89*
370	615.01	565.01	50.00*	529.35	39.66	4.00CR
400	94.69	86.69	8.00*	11.74	37.58	37.37*
500	250.00	250.00	.00*	497.12		247.12CR
510	308.52	296.00	12.52*	269.80		26.20*
Total Expenses	20,479.70	19,002.18	1,477.52*	17,126.15	2,095.07	219.04CR
600	25,000.00	25,000.00	.00*	20,196.71	547.50	4,255.79*
700	4,000.00	4,000.00	.00*			4,000.00*
900	2,217.02	2,217.02	.00*	1,507.59	205.11	504.32*
Capital Outlay	31,217.02	31,217.02	.00*	21,704.30	752.61	8,760.11*
GRAND TOTALS:	79,687.72	75,752.20	3,935.52*	62,727.23	2,847.68	10,177.29*

DC 42 1/57

PERSONNEL BOARD MEETING
Tuesday, May 7, 1957 - 8;00 P.M.

ROLL CALL:

MINUTES:

DISCUSSIONS:

OLD BUSINESS:

Classification of Library Positions

NEW BUSINESS:

Promulgation of Employment List - Police Captain

Schedule of Examinations

Renewal of Service with State Personnel Board

Classification of Position in Accounting Office

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of May 8, 1957

MINUTES of last meeting and special meeting of April 24th

REPORTS

1. Librarian's report for month of April
2. Report of committee to investigate relationship with County Library (held over from April regular meeting)
3. Report on heating and lighting of Mission Street building, from Director of Public Works, forwarded by City Manager
4. Report of action taken at Personnel Board meeting of May 7th

OLD BUSINESS

1. Purchase of lot for proposed Westlake-Broadmoor Branch and plans for proposed building
2. Visits to other libraries
3. Budget for 1957/58 and projection of capital outlay needs for next five-year and ten-year periods
4. California Library Association, Golden Gate District meeting in Monterey, Ma~~r~~y 25th

Lot?

cc: Library Commissioners
City Manager
Monte Dayton

The regular meeting of the Daly City Library Commission was called to order at 8:30 P.M. May 8, 1957 by President Lionel Farber at the City Hall. Mrs. Woods and Mr. De Martini were absent. Miss Clark was present as a guest.

The minutes of the regular meeting of April 3 and the special meeting of April 24, 1957 were approved.

The librarian's report was distributed to each member who was present.

Mr. Pacelli will contact the South San Francisco City Manager regarding that library's relationship with the County Library.

Information regarding the heating and lighting of the Mission Street Library was received from the City Manager's office. It was moved by Mr. Pacelli and seconded by Mrs. Hanselman that we accept the estimate of $2,194.15 as recommended by Mr. Calhoun for the lighting of the Mission Street Library. This amount, with some extra for contingencies, will be asked for in the 1957-1958 budget request. Passed unanimously.

Regarding the heating problem in the Children's Room, Mr. Calhoun suggested that a forced air furnace be installed back of the rear book shelves at a cost of approximately $295.00, installed price. It was moved by Mrs. Hanselman, seconded by Mr. Pacelli, that this estimate as recommended by Mr. Stites be accepted. Unanimously passed.

Dr. Farber and Miss Clark attended the meeting of the Personnel Board on May 7th and reported that the duty statements of the three professional librarian positions had been accepted, with the changes in requirements as requested by the Library Commission. The Personnel Board will immediately advertize for ninety days for a Children's Librarian. The examination will probably be given in August.

The Personnel Board requested a letter from the Commission stating its preference in the classification of the Library staff. After some discussion and study it was decided that the following was the most descriptive:

Professional staff - City Librarian
Senior Librarian
Children's Librarian

Non-professional staff - Senior Library Assistant
Junior Library Assistant
Page

The Commission instructed Miss Clark to write to the Personnel Board letting them know of our preference in this matter.

There is nothing new regarding the Westlake-Broadmoor Library lot.

Dr. Farber suggested that a Saturday in June be set aside for visiting other libraries. Plans are being made to visit the Monterey Library by those who will attend the Golden Gate District meeting of C.L.A. in Monterey on May 25th.

The budget was studied and discussed; it has been presented to the City Manager for Council approval.

It was suggested that perhaps it would be a good idea to have a library architect, possibly Mr. Francis Joseph McCarthy, meet with the Commission and the Council some time in the near future, to discuss our building program.

The meeting adjourned at 11:05 P.M.

Respectfully submitted,

Maude Hanselman
Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
May 1957

NEW BORROWERS REGISTERED:

May 1956		May 1957		Total to date, 1956/57	
Adult	84	Adult	51	Adult	1,165
Juvenile	48	Juvenile	55	Juvenile	760
Total	132	Total	106	Total	1,925

Of the above figures for May 1957, the following were non-resident borrowers:

Adult	8
Juvenile	1
Total	9

REREGISTRATIONS:

Adult	24	Adult	8	Adult	290
Juvenile	32	Juvenile	20	Juvenile	212
Total	56	Total	28	Total	402

BOOK STOCK:

Books added, July 2, 1956 - April 30, 1957	2,438
Books added, May 1 - 31, 1957	206
Total	2,644
Books discarded, July 2, 1956 - May 31, 1957	441
Net gain	2,203
Book stock, June 30, 1956	12,579
Total book stock, May 31, 1957	14,782 (Daly City books only)

FINES	$114.56
LOST BOOKS	0.00
TOTAL	$114.56
DAYS OPEN	26
REFERENCE QUESTIONS	393
Reference questions to date, 1956/57	3,634

CIRCULATION:

	May 1956		May 1957		Total to date, 1956/57	
Adult fiction (city)	1,263		1,443		14,399	
Adult fiction (county)	370		349		3,980	
Total adult fiction		1,633		1,792		18,379
Adult non-fiction (city)	1,109		1,181		11,787	
Adult non-fiction (county)	183		182		2,039	
Total adult non-fiction		1,292		1,363		13,826
McNaughton titles (county)	240		201		2,126	
Total adult circulation		3,165		3,356		34,331
Juvenile (city)	2,430		2,247		20,998	
Juvenile (county)	304		286		2,530	
Total juvenile circulation		2,734		2,533		23,528
Periodicals	356		500		4,191	
Pamphlets	23		27		196	
Pictures	537		463		2,900	
Pocket books (no longer counted separately)	--		--		--	
State and Interlibrary loans	--		20		102	
Total circulation		6,029		6,899		65,248

Total circulation of County books (1,038) represents 15+% of the total circulation for the month of May 1957.

The month of May was marked by attendance at various meetings. On the third, Miss Kraus and Mrs. Saarinen attended an in-service training session, sponsored by the Peninsula Librarians' Association, on work with teen-agers. The last of the present in-service training series was held on the 21st, on the subject of book binding and selection of materials for binding. The speaker was Mr. Joseph Futernick, of Foster & Futernick Co., San Francisco. Miss Jackson, Miss Kraus, Mrs. Saarinen, Mrs. Yule and Miss Clark attended.

On Saturday, May 25th, the Golden Gate District of the California Library Association held its annual meeting, this year at the U.S. Naval Postgraduate School at Del Monte. Dr. Farber, Mrs. Hanselman, and Mr. De Martini represented the Library Commission; Miss Kraus, Mrs. Irick and Miss Clark represented the staff. Those who attended had an opportunity to visit the library at the Naval Postgraduate School, as well as the Monterey Public Library. Both buildings were particularly interesting, in the light of current planning for the proposed Westlake-Broadmoor Branch, as were many features of furnishings, etc.,.

Miss Jackson and Miss Clark attended the regular monthly book selection meeting at the San Mateo County Library headquarters on May 17th.

Another interesting feature of the month was the annual business meeting and election of officers of the Friends of the Library. After the business meeting, Mr. Ralph Moody, author of many books extremely popular at our libraries, was the featured speaker. Miss Jackson, Miss Kraus, Mrs. Irick and Miss Clark thoroughly enjoyed the evening.

Work has continued on the processing of gifts received in the book drive held last winter by the Friends of the Library. During May, the last of the adult non-fiction titles and all of the juvenile books were completed; to date, more than 300 volumes have been added to the Library's collection. Many of the adult non-fiction volumes donated were either unneeded duplicates of titles already held by the Library, or titles too specialized for general public library interest; these volumes have been separated and prepared to offer to other libraries who may need them.

Statistics for the Westlake-Broad~~m~~moor Branch are appended. Wednesday, May 29th, was the Branch's biggest day, with a circulation of 485, and all-time high for that location.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
May 1957

NEW BORROWERS REGISTERED:

May 1956		May 1957		Total to date, 1956/57	
Adult	234	Adult	69	Adult	997
Juvenile	240	Juvenile	51	Juvenile	723
Total	474	Total	120	Total	1,720

Of the above figures for May 1957, the following were non-resident borrowers:

Adult	18
Juvenile	17
Total	35

REREGISTRATIONS:

Adult	3	Adult	6	Adult	28
Juvenile	4	Juvenile	1	Juvenile	17
Total	7	Total	7	Total	45

CIRCULATION:

	May 1956		May 1957		Total to date, 1956/57	
Adult fiction (city)	141		167		1,863	
Adult fiction (county)	1,261		1,417		14,323	
Total adult fiction		1,402		1,584		16,186
Adult non-fiction (city)	115		139		1,231	
Adult non-fiction (county)	557		669		6,423	
Total adult non-fiction		672		808		7,654
McNaughton titles (county)	35		238		1,979	
Total adult circulation		2,109		2,630		25,819
Juvenile (city)	2,400		1,980		19,043	
Juvenile (county)	314		921		8,376	
Total juvenile circulation		2,714		2,901		27,419
Periodicals	16		357		2,918	
Pamphlets	--		4		36	
State and Interlibrary loans	--		13		47	
Total circulation		4,839		5,905		56,239

Total circulation of County books (3,615) represents 61.4% of the total circulation for the month of May 1957.

FINES	$107.93
LOST BOOKS	0.00
TOTAL	$107.93
REFERENCE QUESTIONS	109
Reference questions to date, 1956/57	1,027
DAYS OPEN	26

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of June 12, 1957

MINUTES of meeting of May 8, 1957

REPORTS

1. Librarian's report for month of May
2. Financial report for month ending May 31, 1957
3. Report on relationship with County Library - San Bruno's withdrawal
4. Report of action taken at Personnel Board meeting of June 11th

OLD BUSINESS

1. Proposed Westlake-Broadmoor Branch Library
2. Visits to other libraries

cc: Library Commissioners
City Manager
Monte Dayton

July 13, 1957 - Menlo Park

The regular meeting of the Daly City Library Commission was called to order by President Lionel Farber at 8:15 p.m. June 12, 1957 at City Hall. Mr. Pacelli was absent and Miss Clark was present as a guest.

The minutes of the regular meeting of May 8 were approved.

The librarian's report was discussed and it was the hope of all present that it would soon be feasible to have the Westlake-Broadmoor Library open for a longer period of time. The present outlook is that the total book circulation for this year will be nearly double that of last year.

The financial report was circulated and discussed. Miss Clark reported about venetian blinds for the library windows. A frosted spray will be tried on a sample window and if satisfactory blinds may not be needed.

The Library Commission will receive a letter from the Personnel Board in answer to ours of May 10th, stating that they would prefer our non-professional staff titles be put on a numerical basis in order to correspond with other City titles. The Commission approved of this by common consent.

We have received no new information on the Westlake library lot. Miss Clark distributed a carefully thought-out plan for a building program. This is a beginning framework that we can all study and add any ideas and thoughts that we may have. Some time was spent in general talk and discussion about the proposed Westlake-Broadmoor Library. Mrs. Woods asked all members of the Commission to think about what purpose the Friends of the Library can serve to further the library building program.

The lease for the Westlake branch building was received from Henry Doelger, Builder, Inc.

The Friends of the Library at their meeting of June 6th voted to buy two sets of language records. Some publicity will be given to the papers and what languages to buy will be determined by the public demand.

The new library at Menlo Park will open on July 13th; also an invitation to visit the new Redwood City branch was received. It was decided to visit both libraries on the same day.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Maude Hanselman
Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
June 1957

NEW BORROWERS REGISTERED:

June 1956		June 1957		Total to date, 1956/57	
Adult	62	Adult	58	Adult	1,223
Juvenile	128	Juvenile	43	Juvenile	803
Total	190	Total	101	Total	2,026

Of the above figures for June 1957, the following were non-resident borrowers:

Adult	9
Juvenile	1
Total	10

REREGISTRATIONS:

Adult	20	Adult	8	Adult	298
Juvenile	31	Juvenile	19	Juvenile	231
Total	51	Total	27	Total	529

BOOK STOCK:

Books added, July 2, 1956 - May 31, 1957	2,644
Books added, June 1-30, 1957	195
Total	2,839
Books discarded, July 2, 1956 - June 30, 1957	487
Net gain	2,352
Book stock, June 30, 1956	12,579
Total book stock, June 30, 1957	14,931 (Daly City books only)

FINES	$ 109.01
LOST BOOKS	9.78
TOTAL	$ 118.79.
DAYS OPEN	25
REFERENCE QUESTIONS	250
Reference questions to date, 1956/57	3,884

CIRCULATION:

	June 1956		June 1957		Total to date, 1956/57	
Adult fiction (city)	1,161		1,417		15,816	
Adult fiction (county)	397		338		4,318	
Total adult fiction		1,558		1,755		20,134
Adult non-fiction (city)	1,079		1,026		12,813	
Adult non-fiction (county)	214		142		2,181	
Total adult non-fiction		1,293		1,168		14,994
McNaughton titles (county)	204		186		2,312	
Total adult circulation		3,055		3,109		37,440
Juvenile (city)	2,792		2,030		23,028	
Juvenile (county)	384		254		2,784	
Total juvenile circulation		3,176		2,284		25,812
Periodicals	385		433		4,624	
Pamphlets	20		37		233	
Pictures	182		206		3,106	
State and Interlibrary loans	--		16		118	
Total circulation		6,818		6,085		71,333

Total circulation of County books (936) represents 15+% of the total circulation for the month of June 1957.

Several items of equipment were received during the month of June. Two posture chairs and two steel filing cases were delivered on June 12th. On June 21st the Public Works Department returned the low shelving, on which the teen-age books have been kept; this shelving had been picked up earlier in the month to be painted. An excellent match was obtained on the paint, and a fine spray painting job was done. This low shelving, kept just to the right of the entrance to the Mission Street building, now matches the remainder of the steel shelving in the room and presents a harmonious appearance. Everyone is very pleased with the result.

Miss Clark attended a meeting of the new and old executive boards of the Friends of the Library, held at the home of Mrs. Howard Stites on the evening of June 6th. At this meeting it was decided to present the Library with funds in the amount of $50.00 for the purchase of foreign language records. The check was received on June 11th and deposited with the City Treasurer, ear-marked for this purpose. The Friends of the Library group wished to publicize this gift and ask for public response on the selection of languages to be purchased. For this reason, the purchase has not yet been made.

The Friends of the Library have taken on a summer project in the form of assisting the Recreation Department by providing story hours at the various recreation centers throughout the Daly City and Broadmoor areas. This project is under the general chairmanship of Mrs. Ramon Gomez, with Mrs. Del Wilson as chairman of the story-tellers. Mrs. Wilson, several volunteers, and members of the library staff met at the Library with Mr. Robert Leibe, of the Recreation Department, on the morning of June 11th to discuss details. The project is now well under way, and results have been most satisfactory.

Miss Jackson represented the Library at a luncheon meeting of the Community Council of San Mateo County, held in San Mateo on June 3rd. Miss Jackson, Miss Kraus and Miss Clark attended a meeting of branch librarians of the San Mateo County Library system on June 6th at the Belmont Branch Library. Among the topics discussed were the summer reading program for children and a recent workshop on adult education services attended by two of the county branch librarians. Miss Jackson also attended the regular book selection meeting at the County Library headquarters on June 21st.

Statistics for the Westlake-Broadmoor Branch Library are appended.

Respectfully submitted,

Patricia J. Clark

Patricia J. Clark
Librarian

July 3, 1957

c/c Library Commissioners
City Councilmen
City Manager

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
June 1957

NEW BORROWERS REGISTERED:

	June 1956	June 1957	Total to date, 1956/57
Adult	223	51	1,048
Juvenile	261	82	805
Total	484	133	1,853

Of the above figures for June 1957, the following were non-resident borrowers:

Adult	14
Juvenile	24
Total	38

REREGISTRATIONS:

	June 1956	June 1957	Total to date, 1956/57
Adult	9	3	31
Juvenile	11	3	20
Total	20	6	51

CIRCULATION:

	June 1956		June 1957		Total to date, 1956/57	
Adult fiction (city)	197		177		2,040	
Adult fiction (county)	1,266		1,307		15,630	
Total adult fiction		1,463		1,484		17,670
Adult non-fiction	125		109		1,340	
Adult non-fiction (county)	558		629		7,052	
Total adult non-fiction		683		738		8,392
McNaughton titles (county)	67		229		2,208	
Total adult circulation		2,213		2,451	2,208	28,270
Juvenile (city)	2,557		2,315		21,358	
Juvenile (county)	418		1,054		9,430	
Total juvenile circulation		2,975		3,369		30,788
Periodicals	23		337		3,255	
Pamphlets	--		4		40	
State and Interlibrary loans	--		5		52	
Total circulation		5,211		6,166		62,405

Total circulation of County books (3,565) represents 57.8% of the total circulation for the month of June 1957.

FINES	$96.86
LOST BOOKS	1.50
TOTAL	$98.36

REFERENCE QUESTIONS	126
Reference questions to date, 1956/57	1,153

DAYS OPEN	25

Faber

ANNUAL REPORT OF THE DALY CITY PUBLIC LIBRARY

July 1956 - June 1957

REGISTRATION

	ADULT	JUVENILE	TOTAL
Total number of borrowers 6/30/56	4,943	4,137	9,080
Borrowers registered or reregistered 1956/57	2,600	1,859	4,459
Total borrowers registered	7,543	5,996	13,539
Borrowers withdrawn 1956/57	1,144	655	1,799
Borrowers reregistered 1956/57 (counted above)	329	251	580
Total number of borrowers 6/30/57	6,070	5,090	11,160
Increase over 6/30/56	1,127	953	2,080

BOOK STOCK

	ADULT	JUVENILE	TOTAL
Daly City book stock 6/30/56	7,182	5,397	12,579
Books added 1956/57	1,673	1,166	2,839
Total	8,855	6,563	15,418
Books withdrawn 1956/57	366	121	487
Total book stock 6/30/57	8,489	6,442	14,931
Increase over 6/30/56	1,307	1,045	2,352
San Mateo County Library books 6/30/56			
at Mission Street			1,802
at Westlake-Broadmoor Branch			3,492
Total County Library books 6/30/56			5,294
San Mateo County Library books 6/30/57			
at Mission Street			1,959
at Westlake-Broadmoor Branch			5,796
Total County Library books 6/30/57			7,755
Increase over 6/30/56			2,461

REFERENCE QUESTIONS

Questions answered 1955/56	4,568
Questions answered 1956/57	
at Mission Street	3,884
at Westlake-Broadmoor Branch	1,153
Total questions 1956/57	5,037

CIRCULATION

1955/56:	ADULT	JUVENILE	TOTAL
Daly City books			
at Mission Street	37,177	33,188	70,365
at Westlake-Broadmoor Branch	757	6,323	7,080
Total Daly City books	37,934	39,511	77,445
San Mateo County Library books			
at Mission Street	10,802	4,084	14,886
at Westlake-Broadmoor Branch	4,446	760	5,206
Total County Library books	15,248	4,844	20,092
Grand total 1955/56	53,182	44,355	97,537
1956/57:			
Daly City books			
at Mission Street	36,592	23,028	59,620
at Westlake-Broadmoor Branch	3,380	21,358	24,738
Total Daly City books	39,972	44,386	84,358
San Mateo County Library books			
at Mission Street	8,929	2,784	11,713
at Westlake-Broadmoor Branch	28,237	9,430	37,667
Total County Library books	37,166	12,214	49,380
Grand total 1956/57	77,138	56,600	133,738
Increase over 1955/56	23,956	12,245	36,201

SPECIAL SERVICES

Story hours	3 (total attendance 114)
School visits to the Library	7 classes - 203 children

IMPORTANT EVENTS

The fiscal year 1956/57 was marked by important building changes. A site for the proposed Westlake-Broadmoor Branch Library was chosen and approved, but the legal transfer of the property has not yet been completed. Cost of the lot on Southgate Avenue is $20,000.00. The Mission Street building was renovated to a considerable extent: a new roof was added, new linoleum in the Children's Room, painting of the adult and children's areas, major repairs to the front door, and a change in the swing of the back door (to comply with fire regulations).

Many items of equipment and furniture were received during the year: steel shelving to replace the old shelving around the walls in the main room of the Mission Street building, a table and four chairs for the Children's Room, two posture chairs for the work area, two steel filing cabinets, and a twenty-drawer card catalog unit.

Personnel changes also marked the year. On July 23, 1956, Miss Joy Belle Jackson became Senior Librarian in charge of the Westlake-Broadmoor Branch. She replaced Mrs. Aida Larsen, who acted in a temporary, part-time capacity after Mrs. Rozetta T. Cardwell left in June. The position of Children's Librarian, set up in the budget for the first time as a full-time position, was unfilled until October 29, 1956. On that date Miss Mary Margaret Smith accepted a temporary appointment; she served until January 31, 1957, when she left to make a trip to visit her family. Miss Rose Marie Kraus accepted a temporary appointment on February 1, 1957, and is still serving in that capacity. A civil service examination for Children's Librarian was called for February 11, 1957, but was not given, since only two candidates appeared for the examination. As a result, a permanent appointment has not been made.

There was considerable turn-over on the page level at the Mission Street Library. Jan Hodenfield left on August 17, 1956 to enter the University of California. A replacement was not obtained until October 16, 1956, when Leo Leriche began his duties. He was terminated for unauthorized absence without leave on January 3, 1957. On January 15, 1957 Frank Davis assumed the page duties, but was terminated on February 5, 1957 for unauthorized absence without leave. It later developed that he had been called away because of a death in the family, and he moved to Los Angeles and would no longer have been available to us. On February 13, 1957 Larry Schoenfeldt became our page, and has continued ever since.

The Friends of the Library, organized early in 1956, was an extremely active group all during the year. Members of the Friends of the Library assisted the library staff in conducting the summer reading program for children during the 1956 season, and in cooperation with the Daly City Recreation Department, gave a party for the children who completed the program. In November, the group started a book drive to collect useable titles for the Library. This proved to be remarkably successful, especially as the quality of material received was unexpectedly high. More than a thousand useable volumes were received and stored at the First Western Bank in Westlake. Mrs. Aida Larsen has volunteered to sort the material. During the year, all the juvenile books and adult non-fiction titles were separated, the useable titles processed and the unneeded materials disposed of to other libraries. The adult fiction is in order at the Bank, ready for processing. The Friends of the Library also sponsored a seven-week course in story-telling, given by Mrs. Marion Garthwaite, Children's Librarian of the San Mateo County Free Library. As a result, the Friends have been able to supply story-tellers to assist the Daly City Recreation Department in its summer activity program during the 1957 season. Open meetings of the Friends of the Library have featured the following author-speakers: George Mardikian, Mrs. Marion Garthwaite, and Ralph Moody. At the last meeting of the executive board of the Friends of the Library for its 1956/57 year, the sum of $50.00 was voted as a gift to the Library for the purchase of foreign language records. The purchase has not yet been made, pending selection of the languages to be acquired.

In addition to this gift of money, a collection of musical recordings (all 78 rpm) was given to the Library in January 1957. The donor was Mr. Lawrence G. Rogers. The records have not yet been completely processed for loan to the public.

The 1956 summer reading program was notably successful, particularly since Daly City had never before had a full-fledged summer program for children. The total number of children enrolled, at both libraries, was 464. Of these, 286 participated actively and 80 completed the required ten books.

Five Senior Girl Scouts who took instruction in library work at the County Library gave volunteer services during the Spring and early Summer. As part of their Scout activities, they are required to give thirty hours of service, exclusive of training time. Four of the girls have completed their thirty hours; one still has some time to do during the Fall. Eight girls in all took the instruction, but some have been giving their service elsewhere. One girl began her service period late in June, and will continue through the Summer.

Miss Jackson has been the Library's representative with the North County Inter-Agency Conference, an affiliate of the Community Council. She has attended their meetings and has participated actively in committee work. All members of the Library staff participated in the in-service training program sponsored by the Peninsula Librarians' Association; this first attempt at cooperative in-service training has been highly successful, and will be continued. Miss Clark attended the annual conference of the California Library Association at San Diego from October 30 to November 3, 1956. She also participated in the annual workshop-institute sponsored by the California State Library at Sacramento. The topic of this year's workshop, held March 18-21, 1957, was planning for public library buildings.

Respectfully submitted,

Patricia J. Clark
Librarian

July 22, 1957

c/c City Manager
Library Commissioners
County Librarian

June 12, 1957

DALY CITY PUBLIC LIBRARY

BUILDING PROGRAM

The Daly City Public Library serves the entire population of Daly City and the contiguous area of San Mateo County, a total present population of over 35,000. The present area of Daly City alone is 4.73 square miles. The population density in Daly City alone ranges from 11 to 18 per acre; the present uninhabited area of the City is 1.33 square miles. It is estimated that by 1965 the area of the City will be 8.23 square miles, or nearly double its~~s~~ present territory, and that the population at that time will be 55,000.

The Public Library Service Standards for California, as adopted by the California Library Association, define the library's function as follows:

> "The public library's function in America has been established by tradition, law, and the logic of a free, democratic society. This function is to assemble, preserve and to make easily and freely available to all the printed and other materials that will assist them to:
> Educate themselves continuously
> Keep pace with progress in all fields of knowledge
> Become better political and social citizens
> Be more capable in their daily occupations
> Develop their creative and spiritual capacities
> Appreciate and enjoy works of art and literature
> Make such use of leisure time as will promote their personal and social well-being
> Contribute to the growth of knowledge"

To serve the people of Daly City adequately, in meeting the functions listed above, there must be provision in the library building for the following services:

1. circulation of books - receipt of volumes being returned, checking out volumes being borrowed, and storage of requested books being held for borrowers

2. registration of borrowers - adults and children

3. reading space for users who wish to browse or study in the library - adults, young adults and children

4. stack space for books for adults and young adults

5. stack space for books and pictures for children

6. space for reference collections for adults and children - books, pamphlets, etc., to be used in the library

7. work area for staff, including storage space for supplies

8. office space for librarian and children's librarian, including space for storage of records, correspondence, orders, etc.

9. storage space for magazines and newspapers

10. storage space for custodial supplies

The following services and facilities will need to be developed in the near future:

1. audio-visual service - 16 mm films and phonograph records
2. young adult service
3. reference service and specialized readers' advisory work
4. facilities for group meetings on a fairly small scale, both for the library and its public services and for outside civic and related groups
5. provision for audio-visual programs in the library
6. provision for story hours and other children's programs
7. public rest rooms
8. rest rooms, lounge and lunch room for staff
9. public telephones

6/12/57

June 18, 1957

Mr. Frank Blum
City Attorney
6836 Mission Street
Daly City, California

Dear Mr. Blum:

At its regular meeting of December 12, 1956, the Library Commission approved an agreement presented by Henry Doelger, Builder, Inc., for the purchase of a lot on Southgate Avenue near Windsor Drive. This lot is the site of the proposed Westlake-Broadmoor Branch Library. Subsequently the Doelger company offered an alternative site, which proved to be unsatisfactory to the Commission, and at its January 9, 1957 meeting, the Commission ordered that a letter be sent to the City Council, recommending against the alternative site. The Director of Finance has informed the City Librarian that a check in the amount of twenty thousand dollars ($20,000.00), made out to the San Mateo County Title Company and dated April 8, 1957, is being held by the Director pending instructions from you as to payment of this amount.

This letter is to request clarification as to the status of this matter. The Commission would greatly appreciate knowing why the purchase of this lot has been delayed and what action is necessary to complete the transaction.

Thank you for any information you can give the Commission.

Sincerely,

Lionel Farber
President

LF:pjc

MARCH 22, 1911

PUBLIC LIBRARY

CITY OF DALY CITY

Gateway to the Peninsula

SAN MATEO COUNTY, CALIFORNIA

6351 MISSION STREET - PLaza 5-0850

Mayor
Joseph J. Verducci

Councilmen
ael R. DeBernardi
Paul Hupf
Sanford G. Vickers
Del C. Wilson

July 23, 1957

Dr. Lionel Farber, President
Daly City Library Commission
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

Since the July meeting of the Library Commission was cancelled, it has not been possible for me to see or talk to all the Commissioners. For this I am very sorry, as I had hoped to say good-bye to the Commissioners personally.

As you all know, I am leaving the Library today, and will assume my new duties as city librarian in San Luis Obispo on August 1st. I sincerely hope that each of you, and your families, will visit me in San Luis; you will be most welcome at any time.

It has been a wonderful experience working with the Commission, and I deeply appreciate your cooperation, help and patience. I shall miss you all very much, but you have my best wishes for every success in all your undertakings for the Library. You have done a fine job, and your excellent work should be continued. Whoever will be my successor here will appreciate your efforts as much as I have, I am sure.

Thank you again for your friendship and your cooperation.

Sincerely,

Patricia J. Clark

Patricia J. Clark
Librarian

Dear Dr. Farber:

All day I have been trying, unsuccessfully, to reach you by phone. So I am leaving this note at your home, in the hope that you will find it on Sunday evening or Monday; I hope you're not away for several days.

You may be hearing from Mr. Richard Miller, City Administrator of San Luis Obispo. I have applied for the position of City Librarian there, and Mr. Miller and two members of the Library Board of S.L.O. are coming to Daly City tomorrow (Monday) to see the Library and talk with Mr. Stites. Mr. Miller phoned me on Saturday, but I was unable to reach Mr. Stites until Sunday to make an appointment, and I thought I should clear with him before notifying the Commission.

Mr. Miller would like to talk with the Commissioners, as many as possible. I have reached only Mrs. Hanselman, so far, and she will be available in the afternoon when the party from San Luis arrives. I shall give them your telephone number, and perhaps Mr. Miller will wish to contact you. In any case, if you are available on Monday afternoon after about 3 P.M. or Monday evening, I would appreciate knowing it. They plan to stay for dinner here, and I don't know how long in the evening they will be here, but they may be able to stay overnight.

This may come as a surprise to you, but it shouldn't. The financial picture in Daly City makes it seem unlikely that there is much future here, and, as you know, I have never received a permanent appointment. It seems only logical to investigate possibilities elsewhere.

I shall not be at the Library until at least 1 P.M. Monday, as I have to go out of town in the morning. If you can phone me at home Sunday evening (Plaza 6-4510), I will appreciate it. Otherwise, can you call me at the Library after about 1 P.M.? The other staff members know only that I am expecting "company" Monday.

Sincerely,

Pat

Sunday
4:30 pm

MEMO TO: LIBRARY COMMISSIONERS

FROM: LIBRARIAN

SUBJECT: PRELIMINARY BUDGET, 1957/58 AND RELATED MATTERS

Attached is a photographic copy of the preliminary budget for the Library for the fiscal year 1957/58 as passed by the Council on the night of June 28th. The copy had to be made from a carbon copy of the original budget worksheet; this accounts for the fact that it is not too legible. I hope that you will be able to read at least the more important figures.

The proposed new position of Library Aid II for the Westlake-Broadmoor Branch, as budgeted by the County, has been eliminated. Since it is necessary to show on our budget worksheet the entire amount of expenditure and support for library purposes, we have to show the County expenditure and receipts to the County Library fund in the form of taxes paid by Daly City residents. The amount which the County Library tax will raise for the fiscal year 1957/58 has been estimated at $25,000; this shows in the Revenue section as Item 569 on the second page of the budget worksheet. This amount must show in the proper expenditure sections of the budget worksheet. The County Librarian has budgeted a total of$18,647 for salary reimbursements to Daly City. The difference between that figure and $25,000 is $6,353. To that figure was added $1,000 to represent the estimated amount of the share of library fines which Daly City will have to reimburse to the County Library fund, under the terms of our current agreement with the County. The resulting figure of $7,353 appears in the Department column of Item 240, on the first page of the worksheet. However, since the Council has eliminated one of the positions which would have been covered by salary reimbursement from the County to the City, the figure in Item 240 has to be increased by a like amount ($3,300) in order to show a balance between County receipts and expenditures. The result is that Item 240 will have to be shown at $10,653.

The Council cut the book fund budget from $10,000 to $5,000, and further instructed the department to cut another $3,000 from the operating expenses. This has been done by taking varying amounts from several budget items and eliminating some altogether (specifically, binding and records). Item 200 is the one which included all the improvements to the Mission Street building which had been requested. This item has been cut by $1,800; I hope that the remaining $1,420 will be sufficient to complete the most needed projects. This would include re-lighting the stack area (only), construction of the office and workroom, and installation of the cupboard doors in the Children's Room. Since many of the items in operating expenses are fixed expenses over which we have no control, it seemed wisest to make the necessary cuts in this manner, and perhaps salvage some of the projects we had planned.

The Council further decided to take $5,000 from the accumulated surplus in the library fund from prior years to help finance this year's expenditures. However, in order to balance the $3,300 mentioned above, which will not be used in the County Library fund and for which we cannot receive anything but salaries, it is necessary to add that amount to this item, which shows on the second page of the worksheet directly under Item 615.

As most of you know, I am leaving Daly City on July 31st to become city librarian in San Luis Obispo on August 1st. Since this was known to the Council, the salary of the librarian was budgeted at the second step of the salary schedule, rather than the top step. This makes the librarian's salary the same budgeted amount as that of the senior librarian.

Since there will not be a quorum of Commissioners available for the meeting scheduled for July 10th, that meeting has been cancelled. The next regular meeting will be scheduled for August 14th.

Inasmuch as there will be no meeting in July, I shall probably not be seeing some of you before my departure. I want to take this opportunity to thank each of you for your fine cooperation; it has been a real pleasure to work with all of you. And I sincerely hope that you will all be able, at some time, to pay me a visit in San Luis Obispo; I shall look forward to seeing you and to showing you the new library building there.

Sincerely,

Pat Clark

July 3, 1957

ACCOUNT NO. 894

CITY OF DALY CITY

FISCAL YEAR **PRELIMINARY BUDGET**

DEPARTMENT **LIBRARY**

CODE	DESCRIPTION	PERSONNEL AUTH. LAST YEAR	1957-58 D	 M	 C	REVENUES OR EXPENDITURES 1956-57 9 mos.		ESTIMATED REVENUES OR APPROPRIATIONS 1956-57 ORIGINAL	 REVISED	1957-58 DEPARTMENT	 CITY MANAGER	 CITY COUNCIL
1916.5	Librarian	1	1	1				5,232		5,916	5,100	
1913.5	Senior Librarian	1	1	1				4,512		5,100	5,100	
1921.3	Children's Librarian	1	1	1				3,900		4,416	4,416	
1908.5	Senior Library Asst	2	2	2				7,080		8,016	8,016	
1906.4	Library Aid II	1	1	1				2,916		3,456	3,456	
1906.3	Library Aid II		0	0						3,300	0	—
1110.5	Custodian	½	½	½				2,046		2,208	2,208	
	Library Page (2) I							1,800		1,800	1,800	
										4116		
	TOTAL PERSONAL SERVICES	6½	7½	6½		19,085		27,486	27,991	34,212	30,096	30,096
100	Utilities					608		1,000	1,000	1,000	900	
140	Publishing & Binding							200	200	200	0	—
150	Telephone & Telegraph					324		250	250	500	500	
160	Auto Allowance & Expense					60		150	110	200	150	
200	Buildings Materials, & Serv.					1,336		1,450	1,450	3,220	1,420	Mission St.
210	Equipment Parts & Serv.					29		100	62	300	50	—
220	Rent of Buildings					1,750		1,500	1,500	1,500	1,500	
240	County Library Services					5,915		7,892	7,892	7,353	10,653	X
310	Books					2,792		4,800	5,868	10,000	5,000	
315	Periodicals					402		500	879	500	400	
317	Records									500	0	
370	Office Supplies & Prtg.					343		600	615	700	700	
400	Materials and Supplies					12		100	95	600	100	
500	Insurance and Official Bonds					497		250	250	500	500	
510	Subscriptions, Dues & Mtgs					217		150	309	300	300	
	TOTAL CURRENT EXPENSES					14,285		18,942	20,480	26,873	22,173	22,173
											3300	
											18873	

FISCAL YEAR **PRELIMINARY BUDGET**

CITY OF DALY CITY

DEPARTMENT **LIBRARY**

CODE	DESCRIPTION	PERSONNEL				REVENUES OR EXPENDITURES		ESTIMATED REVENUES OR APPROPRIATIONS				
		AUTH. LAST YEAR	D	M	C	1956-57 9 mos.		1956-57 ORIGINAL	1956-57 REVISED	1957-58 DEPARTMENT	1957-58 CITY MANAGER	1957-58 CITY COUNCIL
600	Land					197		25,000	25,000	10,000	0	
700	Buildings							4,000	4,000	5,000	1,000	
900	Machinery and Equipment					1,487		1,810	2,217	1,000	200	
—	TOTAL CAPITAL OUTLAYS					1,684		30,810	31,217	16,000	1,200	1,200
	UNAPPROPRIATED BALANCE							1,300	795	0	0	0
	DEPARTMENT TOTAL					35,034		78,538	80,433	77,085	53,469	53,469
	REVENUES											
502	Taxes on Unsec. Pers. Prop.					1,443		1,200	1,200	1,500	1,500	
504	Delinquent Taxes					333				300	300	
569	Share County Taxes-Lib.					15,639		23,000	23,000	25,000	25,000	
577	Donations					112						
615	Library Fees					1,296		1,200	1,200	1,600	1,600	
	Prior Year Surplus										8,300	✓
	TOTAL REVENUES					18,823		25,400	25,400	28,400	36,700	36,700
	TO BE LEVIED											
501	Taxes on Real Property					41,714		53,128	53,138	48,769	16,769	16,769

*Includes $1,945 for outstanding obligations at beginning of year.

CITY OF DALY CITY
CALIFORNIA

FISCAL YEAR **PRELIMINARY BUDGET** DEPARTMENT **LIBRARY**

CODE	DESCRIPTION	PERSONNEL				REVENUES OR EXPENDITURES	ESTIMATED REVENUES OR APPROPRIATIONS				
		AUTH. LAST YEAR	1957-58 D	M	C	1956-57 9 mos.	1956-57 ORIGINAL	REVISED	1957-58 DEPARTMENT	CITY MANAGER	CITY COUNCIL
1916.2	Librarian	1	1				5,312		5,916		5,100
1913.5	Senior Librarian	1	1				4,512		5,160		5,100
1912.3	Children's Librarian	1	1				3,900		4,416		4,416
1908.5	Senior Library Ass't	2	2				7,000		8,016		8,016
1906.4	Library Aid II	1	1				2,916		3,456		3,456
1906.3	Library Aid II		1						3,300		000
1110.5	Custodian	½	½				2,046		2,208		2,208
	Library Page (2)						1,800		1,800		1,800
									34,212		
	TOTAL PERSONAL SERVICES	6½	7½			19,065	27,486	27,981	34,212		30,096
100	Utilities					608	1,000	1,000	1,000		900
140	Publishing & Binding						200	200	200		000
150	Telephone & Telegraph					324	350	250	500		500
160	Auto Allowance & Expense					60	150	110	200		150
200	Buildings Materials & Serv.					1,336	1,450	1,450	3,220		1,420
210	Equipment Parts & Service					29	100	62	300		50
220	Rent of Buildings					1,750	1,500	1,500	1,500		1,500
240	County Library Services					5,915	7,892	7,892	7,353		10,653
310	Books					2,792	4,800	5,868	10,000		5,000
315	Periodicals					402	500	879	500		400
317	Records								500	500	000
370	Office Supplies & Printing					343	600	618	700		700
400	Materials and Supplies					12	100	95	600	100	100
500	Insurance and Official Bonds					497	250	250	500		500
510	Subscriptions, Dues & Mtgs					217	150	300	300		300
										-3,000	
	TOTAL CURRENT EXPENSES					14,285	18,942	20,480	26,873		22,173
									26,873		

FISCAL YEAR **PRELIMINARY BUDGET**

CITY OF DALY CITY
CALIFORNIA

DEPARTMENT **LIBRARY**

CODE	DESCRIPTION	PERSONNEL				REVENUES OR EXPENDITURES	ESTIMATED REVENUES OR APPROPRIATIONS				
		AUTH. LAST YEAR	D	M	C	1956-57 9 mos.	1956-57 ORIGINAL	1956-57 REVISED	1957-58 DEPARTMENT	1957-58 MANAGER	1957-58 COUNCIL
600	Land					197	25,000	25,000	10,000		000
700	Buildings						4,000	4,000	5,000	1,000	1,000
900	Machinery and Equipment					1,487	1,810	2,217	1,000	500	200
	TOTAL CAPITAL OUTLAYS					1,684	30,810	31,217	16,000	11,500	1,200
	UNAPPROPRIATED BALANCE						1,300	795	0		
	DEPARTMENT TOTAL					35,034	78,538	80,433*	77,085		53,469
	REVENUES										
502	Taxes on Unsecured Property					1,443	1,200	1,200	1,500		
504	Delinquent Taxes					333			300		
569	Shared County Taxes/Library					15,639	23,000	23,000	25,000		
577	Donations					112					
615	Library Fees					1,296	1,200	1,200	1,600		
	Prior year surplus										8,300
	TOTAL REVENUES					18,823	25,400	25,400	28,400		36,700
	TO BE LEVIED										
501	Taxes on Real Property					41,7[illegible]4	53,138	53,138	48,685		16,769

*Includes $1,945 for outstanding obligations at beginning of year

Daly City Public Library   Budget Request for 1957/58

Code	Personal Services
1916.5	Librarian
1913.5	Senior Librarian
1912.3	Children's Librarian
1110.5	Custodian ($\frac{1}{2}$ time)
1908.5	Senior Library Assistant (2 positions)
1906.4	Library Aid II
	Library Page (2 part-time positions)
1906.3	Library Aid II (added position for Westlake-Broadmoor Branch)

	Current Expenses	Amount
100	Utilities	$1,000
140	Publishing and Binding	200
150	Telephone and Telegraph	500
160	Travel	200
200	Care of Buildings*	3,220
210	Equipment, Care of	300
220	Rent of Buildings	1,500
240	Miscellaneous Services - County	7,353
310	Books	10,000
315	Periodicals	500
370	Office supplies and printing	700
400	Miscellaneous Commodities**	600
500	Insurance and official bonds	500
510	Subscriptions, dues and meetings	300
	Total current expenses	$26,873

* Breakdown on Care of buildings:	
Remodelling of Mission St. building to construct a small office and a small workroom	$450
Cupboard doors for shelves in Children's Room, to provide both storage space and display area	300
Replating of metal on front doors	70
Lighting system for Mission St. building	2,400

** Breakdown on Miscellaneous commodities:	
Phonograph records	500
Other miscellaneous	100

	Capital Outlays	
600	Land	$10,000
700	Buildings	5,000
900	Machinery and equipment	1,000
	Total capital outlays	$16,000

Capital Outlays - Five-year projection	MAINTENANCE	Probable Cost (exclusive of salaries)
I. Buildings (in order of priority)		
A. Westlake-Broadmoor Branch Library to be built on site recently acquired - minimum of 13,000 sq. ft. @ current cost of Type III building ($20.00 sq. ft.) plus equipment (exclusive of book stock) and architectural fees	1 librarian 3 clerks 1 full-time page ½ custodian	$300,000.00
B. Main Library building - choice of the following alternatives:		
1) new location and new building, and	see 4 below	$500,000.00
2) use of present building as a branch in the event of a new location for main library or	1 librarian 3 clerks ½-time page, ½ custodian	
3) total abandonment of present building and site		revenue from sale?
or		
4) extensive remodelling of present building to provide increased stack and reading area and work and office space which present building lacks altogether	3 librarians 5 clerks 1 full-time page ½ custodian	$50,000.00 - $100,000.00
II. Book Stock		
A. To begin to meet American Library Association standards, must add minimum of 20,000 new titles plus 5,000 duplicates and replacements at present cost of $2.50 per volume		$62,500.00 in five years ($12,500.00 per year)
III. Audio-visual Service		
A. Records - goal of 1,500 longplaying discs (American Library Association standard) @ $3.75 each		$5,625.00 in five years ($1,125.00 per year)
B. Films - membership in California Library Association Film Circuit, @ $500.00 per year		$2,500.00 in five years

Capital Outlays - Ten-year projection	Maintenance	Probable Cost (exclusive of salaries)
I. Buildings A. Southern branch to be built on a third library site, yet to be acquired - comparable to Westlake-Broadmoor Branch - unless a new main library building is constructed considerably south of the present location - to serve new area which will be developed by that time - site should be selected as early as possible, to insure a good location - plus equipment and architectural fees for building	1 librarian 3 clerks 1 full-time page ½ custodian	$200,000.00 minimum
II. Book Stock A. To meet American Library Association standards, must add 25,000 new titles plus 10,000 duplicates and replacements, in addition to what would be added in first five years - 35,000 volumes at present cost of $2.50 per volume		$87,500.00 in five years ($17,500.00 per year)
III. Audio-visual Service A. Records - maintain 1,500 disc collection and add 300 discs annually, @ $3.75 each		$5,625.00 for additional discs, plus cost of replacements
B. Films - membership in California Library Association Film Circuit, @ $500.00 per year		$2,500.00 additional for second five years

May 3, 1957

Patricia J. Clark
Librarian

c: Library Commissioners

August 2, 1957

Mrs. Grace Woods
181 Wilshire Avenue
Daly City, California

Dear Mrs. Woods,

Please find enclosed copy of the Preliminary Budget which you requested by telephone this morning.

The final budget will be adopted by the latter part of August and if you so desire, we will forward copies upon request.

Very truly yours,

H. I. Stites
City Manager

HIS/jan
Attachments

cc: Mr. Francis P. Pacelli
Mrs. Maude Hanselman
Mr. Frank DeMartini
Mr. Lionel Farber
w/attachments

16,769

37,394
18,847
18,749

22,173
1200

26,548.92
31,775.25

MARCH 22, 1911

PUBLIC LIBRARY

CITY OF DALY CITY

Gateway to the Peninsula

SAN MATEO COUNTY, CALIFORNIA

6351 MISSION STREET - PLaza 5-0850

Mayor
Joseph J. Verducci
Councilmen
hael R. DeBernardi
Paul Hupf
Sanford G. Vickers
Del C. Wilson

August 12, 1957.

Agenda for the Meeting of the
Daly City Library Commission of
Wednesday, August 14, 1957

⑤ 1. Appearance of Miss Virginia Ross, San Mateo County Librarian with regard to the Library Contract

④ 2. Library Building Site

3. Library Budget

② 4. Reports (Including Special Reports)

① 5. Resignation of Miss Patricia J. Clark ✓

③ Election of Officers for 1957-58 ✓

$1.4[illegible] / book for cataloging
2001 books cataloged during yr
actual cost 1.30¢ / book — 0.3¢ cost for housing
24¢ / book for cards & materials / book

library and II 262 — 275 (Jan)
New Contract —

The regular meeting of the Daly City Library Commission was held on August 14, 1957 at the City Hall. Mr. De Martini was absent. Miss Jackson and Miss Ross were present as guests.

Dr. Farber read a letter of resignation from Miss Clark expressing best wishes to all the Commission members. It was noted that all loose ends were taken care of before her departure. Mr. Pacelli moved that a letter of appreciation be written Miss Clark wishing her success in her new venture and best wishes from the Commission.

The librarian's report was accepted. The Westlake-Broadmoor branch with half the hours open has as many borrowers as the Main Library.

The budget report was studied and discussed.

Dr. Farber was unanimously elected president with Mrs. Woods nominating him and Mrs. Hanselman seconding the nomination. Mr. Pacelli nominated Mrs. Hanselman as secretary with Mrs. Woods seconding. Unanimous.

There was a general discussion with Miss Ross about County salaries and services. Miss Ross will give us definite prices on what certain contracts from the County would be. The County catalogued 2,601 books for us in 1957 at $1.30 per book, with cards, jackets, etc. amounting to $ .24 more. However, $1.41 would be cataloguing price if not affiliated with County. Miss Ross's salary is paid out of County general fund. Redwood City County library will be charged to cities affiliated with County. $3300.00 has been budgeted by County for extra salary, but Council did not create new position. Fringe benefits of City employees consist of health service, workmen's compensation and retirement. Miss Ross will send us a run-down on all costs and services so we will have figures for being on our own. This should be available before our next meeting.

Mrs. Woods asked to have copies made of the annual reports and budgets since 1952. Miss Jackson will look them up.

Each paragraph of the 1957-58 County contract was checked with Miss Ross. This will be presented to the District Attorney and then will be returned to the Commission. Mr. Pacelli suggested that the revised contract be accepted when received by Dr. Farber.

Mrs. Woods told Miss Ross that Mrs. Garthwaite's course in story telling was most helpful and very much enjoyed by all who attended.

Mrs. Woods suggested that all important material on Commission procedure be passed on to new Commissioners.

A report was made on the new $700,000 library bond issue at Palo Alto by Mrs. Woods. A copy of several pamphlets will be made and sent to all members.

A letter of July 29 from Mr. Blum was read stating that the deed to the Westlake library lot has not yet been signed. It was moved that Dr. Farber send a letter to the City Council urgingimmediate action on signing of the deed to the library lot. Passed unanimously.

Meeting adjourned 11:50 P. M.

Maud Hanselman
Secretary.

To the Daly City Council

At the August 14 meeting of the Library Commission the subject of the ~~future library~~ proposed new Daly City Branch Library in Westlake was ~~discussed~~ on the agenda, including the ~~sugge~~ site on Southgate at Windsor. The fact that the City does not yet have full title to the lot, in spite of many many months of negotiations ~~and the~~ was discussed. In view of the contents of City Attorney Frank Blum's letter of July 29 ~~with its~~ ~~suggestion of future negotiations~~, it was ~~decided~~ ~~recommended~~ the consensus of the Commission that the City Council be ~~[illegible]~~ urged to proceed ~~from~~ forthwith with the necessary steps to complete the site acquisition and have the deed signed by the Doelger Corpn. ~~using whatever means the Council~~

Mr. Lionel Farker
chairman

Honorable City Council
City Hall, ~~Daly City, Cal~~
D. C. Cal

Gentlemen:

~~they see fit to accomplish this.~~

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
August 1957

NEW BORROWERS REGISTERED:

August 1956		August 1957	
Adult	72	Adult	57
Juvenile	32	Juvenile	43
Total	104		100

Of the above figures for August 1957, the following were non-resident borrowers:

Adult	4
Juvenile	2
Total	6

REREGISTRATIONS:

Adult	28	Adult	8
Juvenile	21	Juvenile	5
Total	49	Total	13

BOOK STOCK:

Books added, July 1 - 31, 1957	166	
Books added, August 1 - 31, 1957	152	
Total	318	
Books discarded, July 1 - August 31, 1957	27	
Net gain	291	
Book stock June 30, 1957	14,931	
Total book stock, August 31, 1957	15,249	(Daly City books only)

FINES	$99.64
LOST BOOKS	00.00
TOTAL	$99.64
DAYS OPEN	27
REFERENCE QUESTIONS	167

CIRCULATION:

	August 1956		August 1957	
Adult fiction (City)	1,404		1,495	
Adult fiction (County)	416		389	
Total adult fiction		1,820		1,884
Adult non-fiction (City)	1,035		1,074	
Adult non-fiction (County)	186		160	
Total adult non-fiction		1,221		1,234
McNaughton titles (County)	203		184	
Total adult circulation		3,244		3,712
Juvenile (City)	2,016		1,696	
Juvenile (County)	241		222	
Total juvenile circulation		2,257		1,918
Periodicals	398		547	
Pamphlets	6		8	
Pictures	79		43	
State and Interlibrary Loans	--		13	
Total circulation		5,984		5,831

Total circulation of County books (968) represents 16+% of the total circulation for the month of August 1957.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
August 1957

NEW BORROWERS REGISTERED:

August 1956		August 1957	
Adult	227	Adult	79
Juvenile	143	Juvenile	53
Total	370	Total	132

Of the above figures for August 1957, the following were non-resident borrowers:

Adult	12
Juvenile	12
Total	24

REREGISTRATIONS:

Adult	0	Adult	5
Juvenile	4	Juvenile	0
Total	4	Total	5

CIRCULATION:

	August 1956		August 1957	
Adult fiction (City)	205		212	
Adult fiction (County)	1,607		1,696	
Total adult fiction		1,812		1,908
Adult non-fiction (City)	126		129	
Adult non-fiction (County)	578		719	
Total adult non-fiction		704		848
McNaughton titles (County)	74		237	
Total adult circulation		2,590		2,993
Juvenile (City)	2,376		1,963	
Juvenile (County)	674		975	
Total juvenile circulation		3,050		2,938
Periodicals	161	161	339	339
Pamphlets	1		2	
State and Interlibrary Loans	0		14	
Total circulation		5,802		6,286

FINES	$81.86
LOST BOOKS	$ 1.50
TOTAL	$83.36
DAYS OPEN	27
REFERENCE QUESTIONS	70

Total circulation of County books (3,982) represents 63+% of the total circulation for the month of August, 1957.

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-56 to 6-30-57

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
10	26,191.00	26,191.00	.00*	24,692.49		1,498.51*
20	1,800.00	1,800.00	.00*	1,653.42		146.58*
Salaries	27,991.00	27,991.00	.00*	26,345.91	.00	1,645.09*
100	1,000.00	1,000.00	.00*	811.73		188.27*
140	200.00	200.00	.00*			200.00*
150	250.00	250.00	.00*	425.85		175.85CR
160	110.29	110.29	.00*	129.83		19.54CR
200	1,450.00	1,450.00	.00*	1,341.50		108.50*
210	62.33	62.33	.00*	29.11		33.22*
220	1,500.00	1,500.00	.00*	2,125.00		625.00CR
240	7,892.00	7,892.00	.00*	7,886.00		6.00*
310	5,868.36	5,868.36	.00*	3,753.35	2,107.73	7.28*
315	878.50	878.50	.00*	641.71		236.79*
370	615.01	615.01	.00*	584.46	50.88	20.33CR
400	94.69	94.69	.00*	11.74		82.95*
500	250.00	250.00	.00*	497.12		247.12CR
510	308.52	308.52	.00*	269.80		38.72*
Total Expenses	20,479.70	20,479.70	.00*	18,507.20	2,158.61	186.11CR
600	25,000.00	25,000.00	.00*	2[illegible].71	547.50	4,255.79*
700	4,000.00	4,000.00	.00*			4,000.00*
900	2,217.02	2,217.02	.00*	[illegible]8.02	588.77	100.23*
Capital Outlay	31,217.02	31,217.02	.00*	2[illegible]4.73	1,136.27	8,356.02*
GRAND TOTALS:	79,687.72	79,687.72	.00*	66,577.84	3,294.88	9,815.00*

DEPARTMENT LIBRARY

PERIOD 7-1-57 to 7-31

ACCOUNT		APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
	10	28,296.00	2,358.00	25,938.00 *	2,324.16		33.84 *
	20	1,800.00	150.00	1,650.00 *	111.78		38.22 *
Salaries		30,096.00	2,508.00	27,588.00 *	2,435.94	.00	72.06 *
	100	900.00	75.00	825.00 *	66.54		8.46 *
	150	500.00	42.00	458.00 *			42.00 *
	160	150.00	12.00	138.00 *	16.43		4.43
	200	1,420.00	118.00	1,302.00 *			118.00 *
	210	50.00	4.00	46.00 *			4.00 *
	220	1,500.00	125.00	1,375.00 *	125.00		.00
	240	10,653.00	888.00	9,765.00 *			888.00
	310	5,000.00	417.00	4,583.00 *	2.06	590.49	175.55
	315	400.00	33.00	367.00 *			33.00
	370	700.00	58.00	642.00 *	55.37	71.86	69.23
	400	100.00	8.00	92.00 *			8.00
	500	500.00	42.00	458.00 *			42.00
	510	300.00	25.00	275.00 *			25.00
Total Expenses		22,173.00	1,847.00	20,326.00 *	265.40	662.35	919.25
	700	5,000.00	5,000.00	.00 *			5,000.00
	900	200.00	200.00	.00 *		77.06	122.94
Capital Outlay		5,200.00	5,200.00	.00 *	.00	77.06	5,122.94
GRAND TOTALS:		57,469.00	9,555.00	47,914.00 *	2,701.34	739.41	6,114.25

		1957-58			1956-57	1956-57		1957-58		
1916.5	Librarian	1	1	1		5,232		5,916	5100	
1913.5	Librarian II	1	1	1		4,512		5,100	5,100	
1912.3	Librarian I	1	1	1		3,900		4,416	4,416	
1908.5	Library Assistant III	2	2	2		7,080		8,016	8,016	
1906.4	Library Assistant II	1	1	1		2,916		3,456	3,456	
1906.3	Library Assistant II		0	0				3,300		
1110.5	Custodian	½	½	½		2,046		2,208	2,208	
	Library Assistant I (2)					1,800		1,800	1,800	
	TOTAL PERSONAL SERVICES	6½	7½	6½	26,346	27,486	27,991	34,212	30,096	30,096
100	Utilities				812	1,000	1,000	1,000	,900	
140	Publishing and Binding					200	200	200	0	
150	Telephone and Telegraph				426	250	250	500	500	
160	Auto Allowance & Expense				130	150	110	200	150	
200	Building Materials & Serv.				1,341	1,450	1,450	3,220	1,420	
210	Equipment Parts & Service				29	100	62	300	50	
220	Rent of Buildings				2,125	1,500	1,500	1,500	1,500	
240	County Library Services				7,886	7,892	7,892	7,353	10,653	
310	Books				5,861	4,800	5,868	10,000	5,000	
315	Periodicals				642	500	879	500	400	
317	Records							500	0	
370	Office Supplies & Printing				635	600	615	700	700	
400	Materials and Supplies				12	100	95	600	100	
500	Insurance & Official Bonds				497	250	250	500	500	
510	Subscriptions, Dues & Mtgs.				270	150	309	300	300	
	TOTAL CURRENT EXPENSES				20,666	18,942	20,480	26,873	22,173	22,173

FISCAL YEAR **1957-58**

CITY OF DALY CITY
CALIFORNIA

DEPARTMENT **LIBRARY**

CODE	DESCRIPTION	PERSONNEL AUTH. LAST YEAR	D	M	C	REVENUES OR EXPENDITURES 1956-57	ESTIMATED REVENUES OR APPROPRIATIONS 1956-57 ORIGINAL	1956-57 REVISED	1957-58 DEPARTMENT	1957-58 CITY MANAGER	1957-58 CITY COUNCIL
600	Land					20,744	25,000	25,000	10,000	0	
700	Buildings						4,000	4,000	5,000	1,000	
900	Machinery and Equipment					2,117	1,810	2,217	1,000	200	
	TOTAL CAPITAL OUTLAYS					22,861	30,810	31,217	16,000	1,200	1,200
	UNAPPROPRIATED BALANCE						1,300	795	0	2,629	2,629
	DEPARTMENT TOTAL					69,873	78,538	80,433	77,085	56,098	56,098
	REVENUES										
502	Taxes on Unsec. Pers. Prop.						1,200	1,200	1,500	1,500	
504	Delinquent Taxes								300	300	
569	Shared County Taxes/Library						23,000	23,000	25,000	25,000	
577	Donations										
615	Library Fees						1,200	1,200	1,600	1,600	
	Prior Year Surplus									8,300	
	TOTAL REVENUES						25,400	25,400	28,400	36,700	36,700
	TO BE LEVIED										
501	Taxes on Real Property						53,138	53,138	48,685	19,398	19,398

*Includes $1,945 for outstanding obligations at beginning of year

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
July 1957

NEW BORROWERS REGISTERED:

July 1956		July 1957	
Adult	66	Adult	76
Juvenile	66	Juvenile	46
Total	132	Total	122

Of the above figures for July 1957, the following were non-resident borrowers:

Adult	9
Juvenile	0
Total	9

REREGISTRATIONS:

Adult	47	Adult	6
Juvenile	28	Juvenile	12
Total	75	Total	18

BOOK STOCK:

Books added, July 1 - 31, 1957	166
Books discarded, July 1-31, 1957	0
Net gain	166
Book stock June 30, 1957	14,931
Total book stock, July 31, 1957	15,097 (Daly City books only)

FINES....................................	$106.15
LOST BOOKS...............................	6.76
TOTAL....................................	$112.91
DAYS OPEN................................	25
REFERENCE QUESTIONS......................	193

CIRCULATION:

	July 1956	July 1957
Adult fiction (city	1,431	1,480
Adult fiction (county)	365	410
Total adult	1,796	1,890
Adult non-fiction (city	1,144	1,025
Adult non-fiction (county)	194	169
Total adult non-fiction	1,338	1,194
McNaughton titles (county)	163	184
Total adult circulation	3,297	3,268
Juvenile (city)	2,354	1,982
Juvenile (county)	276	277
Total juvenile circulation	2,630	2,259
Periodicals	377	511
Pamphlets	19	12
Pictures	62	93
State and Interlibrary loans	--	15
Total circulation	6,385	6,158

Total circulation of County books (1,055) represents 17+% of the total circulation for the month of July 1957.

The resignation of the Daly City Librarian, Miss Patricia J. Clark, became effective on July 31, 1957. The library staff regrets the departure of Miss Clark and will miss her very much.

Mr. H. I. Stites, the Daly City Manager, appointed Miss Joy Belle Jackson, the Senior Librarian, on July 31, 1957, to serve from August 1, 1957 as the Temporary City Librarian.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
July, 1957

NEW BORROWERS REGISTERED:

	July, 1956	July, 1957
Adult	53	91
Juvenile	80	85
Total	133	176

Of the above figures for July, 1957, the following were non-resident borrowers

Adult	13
Juvenile	28
Total	41

REREGISTRATIONS:

Adult	2	11
Juvenile	5	6
Total	7	17

CIRCULATION:

Adult fiction (city)	141	210
Adult fiction (county)	1,347	1,661
Total adult fiction	1,488	1,871
Adult non-fiction (city	81	127
Adult non-fiction (co.)	476	729
Total adult non-fiction	557	856
McNaughton titles (co.)	54	262
Total adult circulation	2,099	2,989
Juvenile (city)	2,256	2,394
Juvenile (county)	580	1,233
Total Juv. circulation	2,836	3,627
Periodicals	60	403
Pamphlets	11	5
State & Interlibrary loans	--	10
Total circulation	5,006	7,034

FINES..............................	$90.29
LOST BOOKS.........................	5.06
TOTAL..............................	$95.35

DAYS OPEN......................... 26

REFERENCE QUESTIONS.................. 94

REPORT TO LIBRARY COMMISSION - July, 1957

Total circulation of County books (4,303) represents 61.02% of the total circulation for the month of July, 1957.

PUBLIC LIBRARY

MARCH 22, 1911

CITY OF DALY CITY

Gateway to the Peninsula

SAN MATEO COUNTY, CALIFORNIA

6351 MISSION STREET - PLaza 5-0850

Mayor
Joseph J. Verducci
Councilmen
hael R. DeBernardi
Paul Hupf
Sanford G. Vickers
Del C. Wilson

September 6, 1957.

Agenda for the Meeting of the
Daly City Library Commission of
Wednesday, September 11, 1957

1. Contract for 1957 - 1958 ✓
2. Correspondence ✓
3. Library Building Plans ✓
4. Library Building Site ✓
5. New Business ✓
6. Reports ✓

send letter to Stites re sign on future site of Westlake Branch Daly City Public Library

The regular meeting of the Daly City Library Commission was held on September 11, 1957 at the City Hall. Mrs. Woods and Mr. Pacelli were absent. Miss Jackson was present as a guest.

The minutes of August 14, 1957 were approved.

Copies of the approved budget were received and distributed. The monthly library report and the duty statements of all positions were also received and passed around.

October 11, 1957 is the date set for the City Librarian examination and on October 22, 1957 the examination will be held for Librarian I (Children's). 2.6

A letter with his qualifications attached was received and read from Mr. McCarthy, architect, regarding the building of a new library. Miss Jackson was instructed to send him an answer saying that we would contact him at a later date.

A letter from Mr. Stites regarding the Westlake Library was read. The Doelger Corporation has approved the sale of the library site to the City.

A letter from Miss Ross to Mr. Stites stated that the County would pay the salary of a Junior Librarian from July 1, 1957 to October 31, 1957. Mrs. Rollandi will stay on as a substitute until October 14, 1957.

Miss Jackson explained that she had contacted Mrs. Larsen who will be able to work on a temporary basis for 10 hours a week on the Librarian II salary. A motion was made by Mr. De Martini and seconded by Mrs. Hanselman that Miss Jackson explain this to Mr. Stites for his approval. Carried.

Four copies contracts were received from the County and approval was voted. ~~Dr. Farber was advised to sign the original for the County~~.

It was moved by Mr. De Martini and seconded by Mrs. Hanselman that the City have a sign made and placed on the library lot: the sign to read--"Site of the Future Westlake Branch of The Daly City Public Library". Dr. Farber was instructed to write a letter to Mr. Stites, also one to the Friends of the Library informing them of this action.

Some building plans were discussed and it was decided that when the City owns the lot we will call on an architect to meet with the Commission and the City Council.

It was moved by Mr. De Martini and seconded by Mrs. Hanselman that Miss Jackson attend the Library Conference at Fresno on October 16 to 19, 1957. Dr. Farber and any members of the Commission who can will also attend.

The books that have been stored at the First Western Bank have been moved to the Firehouse on Santa Barbara Ave. It is to be hoped that someone, perhaps Mrs. Larsen, can finish putting these books in order so the County can catalogue them.

There being no further business the meeting was adjourned at 9:30 P. M.

Maud Hanselman
Secretary.

REPORT TO LIB RARY COMMISSION
DALY CITY PUBLIC LIBRARY
SEPTEMBER 1957

NEW BORROWERS REGISTERED:

September 1956		September 1957	
Adult	70	Adult	47
Juvenile	24	Juvenile	43
Total	94	Total	90

Of the above figures for September 1957, the following were non-resident borrowers:

Adult	4
Juvenile	0
Total	4

REREGISTRATIONS:

Adult	8	None in September 1957
Juvenile	5	
Total	13	

BOOK STOCK:

Books added, July 1-August 31, 1957	318	
Books added, September 1 - 30, 1957	183	
Total	501	
Books discarded, July - September 30, 1957	117	
Net gain	384	
Book stock June 30, 1957	14,931	
Total book stock, September 30, 1957	15,315	(Daly City books only)

FINES	$99.50
LOST BOOKS	3.69
TOTAL	$103.19
DAYS OPEN	23
REFERENCE QUESTIONS	309

CIRCULATION:

	September 1956		September 1957	
Adult fiction (City)	1,105		1,180	
Adult fiction (County)	353		296	
Total adult fiction		1,458		1,476
Adult non-fiction (City	905		960	
Adult non-fiction (County)	157		146	
Total adult non-fiction		1,062		1,106
McNaughton titles (County)	194		168	
Total adult circulation		2,714		2,750
Juvenile (City)	1,401		1,800	
Juvenile (County)	167		169	
Total juvenile circulation		1,568		1,969
Periodicals	299		536	
Pamphlets	14		8	
Pictures	155		142	
State and Interlibrary Loans	0		7	
Total circulation		4,750		5,412

Total circulation of County books (786) represents 14+% of the total circulation for the month of September 1957.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
September 1957

NEW BORROWERS REGISTERED:

September 1956		September 1957	
Adult	116	Adult	82
Juvenile	55	Juvenile	62
Total	171	Total	144

Of the above figures for September 1957, the following were non-resident borrowers:

Adult	20
Juvenile	11
	31

REREGISTRATIONS:

Adult	4	Adult	2
Juvenile	2	Juvenile	1
Total	6	Total	3

CIRCULATION:

	September 1956		September 1957	
Adult fiction (City)	183		207	
Adult fiction (county)	1,362		1,411	
Total adult fiction		1,545		1,618
Adult non-fiction (City)	93		132	
Adult non-fiction (County)	548		730	
Total adult non-fiction		641		862
McNaughton titles (County)	110		257	
Total adult circulation		2,296		2,737
Juvenile (City)	1,304		1,954	
Juvenile (County)	780		941	
Total juvenile circulation		2,084		2,895
Periodicals	169		399	
Pamphlets	0		10	
State and Interlibrary Loans	0		5	
Total circulation		4,549		6,046

FINES..$94.55

DAYS OPEN... 23

REFERENCE QUESTIONS.. 215

September 10, 1957

Miss Virginia L. Ross
Librarian
San Mateo County Free Library
Redwood City, Calif.

Dear Miss Ross:

Thank you for the copies of the contract for 1957/58. It will be discussed at the meeting on September 11 and I expect that it will then be transmitted to the City Council for their action.

I also wish to thank you for the copy of "Books and Branches", #4, July-August, 1957. This was interesting and I should appreciate receiving a copy as it appears periodically.

Thanking you again for your cooperation,

Very sincerely yours,

Lionel Farber

LF:as

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441, EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

August 28, 1957

Dr. Lionel Farber
President, Daly City Library Commission
159 Wilshire Ave.
Daly City, Calif.

Dear Dr. Farber:

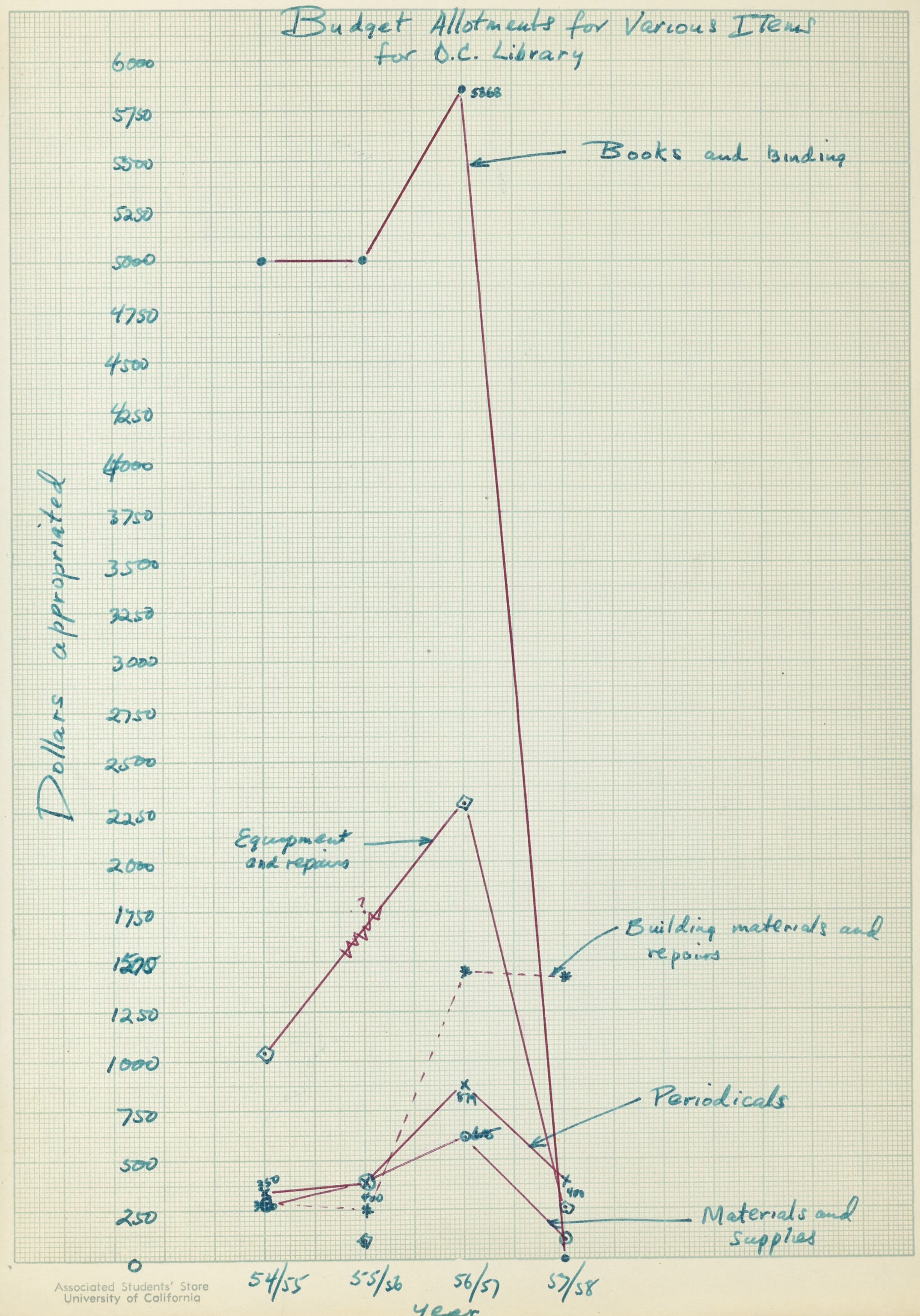
I am enclosing four copies of the agreement covering County Library service to Daly City for the fiscal year 1957/58. If this agreement meets with your approval will you forward it to the proper city officials for signature and request that it be returned to me for action by the county.

Sincerely yours,

Virginia L Ross

Virginia L. Ross
County Librarian

Enc.


Budget Allotments for Various Items for O.C. Library

Associated Students' Store
University of California

Budgets

1957-58	Requested	By Budget
Library Aid II for Westlake-Broadmoor branch*	3300	0
Books [1]	10000	5000 — actually 0
Periodicals	500	400
Records	500	0
Materials + supplies	600	100
Binding	200	0
Building materials + services**	3220	1420
Equipment parts + service	300	50
Buildings	5000	1000
Machinery & equipment	1000	200

[1] An item of 8300 dollars included in revenue from previous year surplus — which means 5000 from previous surplus for building fund and the above 3300 which we will not be using from the County funds — in effect then, the council allowed 0 for books from this year's budget —

* Position budgeted by County Library and included in their budget as submitted. ~~Thus~~ this amount would have been reimbursed by the County — the only expense would have been the retirement and other fringe benefits given civil service employees

** Improvements to Mission St. building

Actual current expenses ~~paid~~ to be used by city council from DC taxes as allowed in the budget:

900
500
150 From County taxes
1420
50
1500
400
700
100
500
300

$6520.~~00~~

l with ~~$500 for librarian~~
11449 for actual salaries to be paid by city

Total budget from city is then $17,969.00

In budget actually

Current expenses	$6520.00
Buildings	1000.00
Mach. & equipment	200.00
	$7720.00
Salaries	11449
	$19,169 actual operating budget from city

The actual property taxes to be levied dropped by a figure of $36,369.00.

Budget for 1956–57

Books	5868.36
Periodicals	878.50
Materials & supplies	615.01
Binding	200.00
Building materials & service	1450.00
Equipment Parts & service	62.33
Buildings	4000.00
Machinery & equipment	2217.02

Budget for 1955/56			1954/55
Books & binding	5000.00	books & binding	5000.00
Periodicals	400.00		350.00
Materials & supplies	400.00		~~325~~.00 275
chinery & Equipment			800.00
Building materials & service	250.00		350.00
Equipment parts & service	100.00		250

	Year			
Budgetary Item allotted	54/55	55/56	56/57	57/58
Books & binding	5000.00	5000.	5868	0
Periodicals	350.00	400	879	400
Materials & supplies	275.00	400.	615.	100
Building materials & Services	350.	250.	1450.	1420
Equipment parts & Services	250.	100.	62.	50
Machinery & equipment	800.	-	2217.	200
	1050	100	2279	250

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMERSON 9-1441, EXT. 229-220

VIRGINIA L. ROSS
COUNTY LIBRARIAN

September 26, 1957

Dr. Lionel Farber, Chairman
Daly City Library Commission
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

In accordance with the agreement covering County Library service to Daly City, I am submitting a statement of County Library expenditures for library service to Daly City residents during the fiscal year 1956/57. This covers expenditures at the Daly City Library and at the Westlake-Broadmoor Branch Library. This analysis has been prepared in accordance with a cost analysis method developed by the Administrative Analyst in the County Manager's office.

This analysis reflects that portion of total County Library expenditures which are applicable to Daly City. Expenditures distributed to Daly City include not only those for salaries, supplies, periodical subscriptions and other expenditures directly chargeable to the location; but also such services as use of County owned book stock, cataloging, book binding, reference and inter-library loan service.

The County Library tax paid by Daly City in 1956/57 was $26,548.92. Total County Library expenditures for library service to Daly City were $33,023. The expenditure of $6,474.08 in excess of what was paid by Daly City residents can, of course, be justified only on the basis of use of Daly City library facilities by county residents who live outside of the city limits of Daly City.

A summary of County Library service to Daly City in 1956/57 is enclosed. We are also enclosing an estimate of County Library expenditures at Daly City for fiscal year 1957/58. We wish to emphasize that this is an estimate only.

Sincerely yours,

Virginia L. Ross

Virginia L. Ross
County Librarian

VLR:eg
Enclosures
cc: City Manager

SAN MATEO COUNTY FREE LIBRARY

Financial Statement, Daly City, 1956/57

County Library Expenditures for Daly City (see next page for detailed analysis)			$33,023.00
County Library Receipts from Daly City			
Secured:			
Assessed Valuation:	$30,872,183.00		
Tax rate $0.083			
County Library tax		$24,623.91	
Unsecured:			
Assessed Valuation:	$ 1,088,250.00		
Tax rate $0.085			
County Library tax		925.01	
			$26,548.92
County Library Expenditures at Daly City in excess of County Library tax paid by Daly City			$ 6,474.08

SAN MATEO COUNTY FREE LIBRARY

Expenditures for Daly City, 1956/57

	Westlake	Daly City	TOTAL
Salaries: Paid directly to Daly City for salaries of persons included under that city's retirement system.	$9,108.00	$6,000.00	$15,108.00
Materials & Supplies: Includes office supplies, $578; Periodicals, $289; Charging Machine rental, $100.	440.00	544.00	984.00
Binding & Rebinding: For binding and rebinding volumes from book collection owned by Daly City. Service performed by independent contractor and billed to Daly City by the County at cost.		578.00	578.00
McNaughton Rental Service: 21.57% of total book stock received from this service is allocated to Daly City; therefore 21.57% of cost of service is so allocated.	300.00	296.00	596.00
Cataloging Service: For cataloging and processing of books purchased by the City of Daly City. 2601 books @ $1.29 per book.		3,355.00	3,355.00
Capital Outlay:	659.00		659.00
Reader Service: For supplying and rotating County Library system's books and periodicals and providing general reference service with the total service expenditure ($35,529.) distributed on the basis of the proportionate share of books shipped and special requests processed for branch locations. (Daly City, 4,494 books shipped; 365 requests shipped, representing 9.23% of total.	2,176.00	826.00	3,002.00

SAN MATEO COUNTY FREE LIBRARY

Expenditures for Daly City, 1956/57 (cont.)

	Westlake	Daly City	TOTAL
carried forward:	$12,683.00	$11,599.00	$24,282.00
Technical Service: For selecting, procuring, receiving, cataloging, classifying, marking, binding and repairing books for the County Library system with the total service expenditure ($73,465.--which includes $43,081. for library materials) distributed on the basis of the proportionate shares of the County collection housed at the various branch locations. (Daly City, 7,755 books representing 5.7% of total)	2,949.00	977.00	3,946.00
General Service: For certain unallocable expenditures and general administrative expenditures distributed on the basis of 8.9% of direct branch location expenditures.	1,391.00	822.00	2,213.00
Colma Branch Service: For service furnished Daly City residents at the Colma Branch Library (50% of borrowers are Daly City residents)		2,582.00	2,582.00
TOTAL	$17,023.00	$16,000.00	$33,023.00

SAN MATEO COUNTY FREE LIBRARY

Estimated Expenditures for Daly City, 1957/58

Salaries:	$18,647.00	
Materials & Supplies: Supplies, $600; Periodicals, $300; Equipment Rental, $112	1,012.00	
Binding	800.00	
Book Rental	635.00	
Cataloging Service	3,300.00	
Service from Colma Branch	2,500.00	
Reader's Service	3,500.00	
Technical Service	4,500.00	
General Service	2,500.00	
Total (Estimate)		$37,394.00

Estimated Receipts, Daly City, 1957/58

Secured:			
Assessed valuation:	$30,872,183.00		
Tax rate $0.10			
County Library tax		$30,872.00	
Unsecured:			
Assessed valuation:	$ 1,088,250.00		
Tax rate $0.083			
County Library tax		903.25	
			$31,775.25

County Library expenditure at Daly City in excess of County Library tax paid by Daly City (estimate)	$5,618.75

SAN MATEO COUNTY FREE LIBRARY

County Library Services to Daly City, 1956/57

	Daly City	Westlake	Special Collec.	Total
County Books at Library (6/30/57)	1,959	5,796		7,755
No. of Books Shipped (7/1/56--6/30/57)	954	3,407	133*	4,494
No. of Books Returned (7/1/56--6/30/57)	497	1,103		1,600
McNaughton Rental Books (New titles sent (7/1/56--6/30/57)	125	106		231
Special Requests Shipped	178	187		365
State & Inter-Library Loans	198	40		238
Volumes Cataloged	2,601			2,601
Titles Cataloged	2,281			2,281
Catalog Cards Typed	7,679			7,679
Catalog Cards Multilithed	1,313			1,313
Total Cards Reproduced	8,992			8,992
No. of Volumes Bound	198			198
Circulation of County Books	11,106	37,667		48,773
Bookmobile Service, Circulation Sterling Park				2,771

* Summer Recreation Program

September 27, 1957

Mr. Howard Stites,
City Manager
City Hall,
75 Wellington Avenue
Daly City, Calif.

Dear Mr. Stites:

At the recent meeting of the Library Commission your letter containing the news that the Doelger Corporation had agreed to conclude the sale of the lot on Southgate Avenue was read. Since on the basis of this letter, it may be assumed that the lot for the future library branch will shortly become city property, the members of the Library Commission expressed the view that it would be advantageous for many reasons to bring to the attention of the residents of Daly City and environs the aquisition and location of the site of the future branch library. Accordingly, the Library Commission approved the recommendation that the city erect a suitable sign on the site on Southgate stating that it was the site of the Westlake Branch of the Daly City Public Library and that the limits of the lot be visibly demarcated.

The Library Commission will greatly appreciate your transmitting this request to the City Council and any efforts on your part to facilitate the carrying out of the recommendation.

Very sincerely yours,

Lionel Farber, Chairman
Library Commission

LF:as

Copy

October 17, 1957

Open letter to the Mayor and Councilmen of Daly City

Dear Sirs:

As a professional librarian, I cannot help but be concerned about the public library service developments in this area. The *Westlake Times* of September 25, 1957 reported the following:

> "City councilmen reluctantly approved contract with the county free library Wednesday, after noting that the city pays $26,400 in taxes for receiving only $15,934 in services.
> "The inequity results from the fact that Daly City must supply Broadmoor library users with approximately $9,536 worth of service, which the county considers as funds allocated to Daly City, according to the City Manager Howard Stites."

With all due respect to the City Manager and the sincerity of his efforts on behalf of Daly City, his figures quoted in the *Westlake Times* are not accurate. I feel it is important that the people of both Daly City and the Broadmoor area should have the facts of our library service which are available from our County Librarian.

According to the statement prepared by the County Librarian in accordance with the cost analysis method developed by the Administrative Analyst in the County Manager's office: "The County Library tax paid by Daly City in 1956/57 was $26,548.92. *Total County Library expenditures for library service to Daly City were $33,023. The expenditure of $6,474.08 in excess of what was paid by Daly City residents can, of course, be justified only on the basis of use of Daly City Library facilities by county residents who live outside of the city limits of Daly City.*" (Italics mine.)

This much is interesting, but more facts are forthcoming. The total number of registered borrowers for Daly City Main Library and the Westlake-Broadmoor Branch are 11,245. Of these *only 10.47%* (1,178) are *non-Daly City* residents. Add to this the fact that *52% of the books available at Daly City were County-owned books*. Estimates for the current fiscal year indicate the same general proportions.

The *Westlake Times* article mentioned a November special meeting of the council to consider abandoning the county library service for the 1958/59 fiscal year. This abandonment would be an unwise move, for several reasons. Certainly even consideration of such a move should be preceded by very careful investigation. For one thing, the council should first look into the costs of setting up the necessary departments and services such as catalog, binding, repair, reference, book rental service, the salaries for the added personnel, required added building space and equipment, not to mention book stock (7,755 books are now on loan from the County Library). Information about library costs can be obtained through your city and county librarians, or if you prefer, through the California State Library or the University of California Library School Library at Berkeley. As you know, "do-it-yourself" isn't always more economical, if you don't own the proper tools and know-how to do a given job. The County Library is able to catalog books, for example, much more cheaply due to volume of work, card duplicating processes, and maintenance of a single collection of cataloging tools. The County Library does make available books which are sometimes used only occasionally, thus saving the individual branches and cities from having to purchase and store many little used items. You men in business know about mass production principles; these apply to the larger units of library service.

In addition to these very cogent reasons for delay and investigation before deciding to abandon county library services, here is another reason of preponderant importance: On September 11, 1957, the California State Legislature passed a law creating a thirteen-member California Public Library Commission to study the organizational structure of all public library operations and recommend needed improvements to make service available to all residents of the state. Special attention will be paid to methods of financing public libraries. The report of the Commission is due by January 10, 1959. The Daly City Council should wait for this report before taking any drastic measure.

Not everyone uses the public library; but the children and adults who do find it an exceedingly important and even vital part of their lives. Good libraries provide the people with the key to the treasures printed in books, magazines, and pamphlets. Each of us individually would have to spend thousands of dollars and many hours of time making selections, orders, etc., and provide shelves upon shelves of space in our homes and offices to have access to the printed material that is organized in such a way in our public libraries that all of us can use it for a very small part of our taxes. Availability of reading material means free flow in the communication of ideas. Our whole way of life depends upon the freedom of people to read, to talk, and to think about what they find enjoyable, educational and inspiring.

No small nor petty thinking should be done about public library facilities in the Daly City area or anyplace. What is needed is big thinking, wise planning and spending, to bring learning and satisfaction to the greatest number of people, their children, and their children's children, through the years to come.

Very sincerely yours,

Aida Larsen

Aida Larsen
200 Garden Lane
Colma, California

78 Fairview Avenue
Daly City, Calif.
October 22, 1957

Miss Joy Belle Jackson
Acting Librarian
Daly City Public Library
Daly City, California

Dear Miss Jackson:

Several months ago, infact when Miss Patricia Clarke was City Librarian, our organization presented to the Daly City Library a sum of money to be used for the purchase of two sets of language records.

It is our understanding that this money has been earmarked for the intended purpose, but that no further action has been taken. Is this correct? If so, we are wondering when the records will be purchased and put into circulation, as we have had some inquiry as to when they will be available from people who read in the local papers that Friends of the Library were presenting the language records to the Library for general use.

We would appreciate your advising us what is being done in this matter.

Also, the Westlake PTA donated a sum of money through the Friends of the Library some time ago. This money was also to be used for the purchase of records for general circulation; and we would like to inquire about the status of this contribution to the Library, as we are interested in following through on a project in which we are proud to have had a part.

Yours very truly,

Mrs. Richard Merritt

(Mrs.) Richard Merritt
Corres. Secy.

cc: Members of Daly City Library
Commission
c/o City Hall
Daly City, California

MARCH 22, 1911

OFFICE OF THE CITY MANAGER
DALY CITY
CITY HALL
SAN MATEO COUNTY
CALIFORNIA

H. I. STITES
CITY MANAGER

October 25, 1957

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Mr. Farber,

The Council cordially invites you to be present at a joint meeting with your Board Wednesday, November the 6th, at eight o'clock P.M. for the purpose of discussing matters pertaining to the operation of a library system.

Sincerely,

H. I. Stites

H. I. Stites
City Manager

HIS/jo

AGENDA

LIBRARY COMMISSION MEETING

WEDNESDAY, OCTOBER 9, 1957

1. Minutes of last meeting./ ✓
2. Reports from Libraries
3. Other Reports
    - a) From Miss Ross, County Librarian ✓
    - b) Schedule of examinations for Library positions ✓
    - c) Site of branch library ✓
4. Correspondence ✓
5. Old business ✓
6. New business ✓

10% of borrowers County
60% of circulation to city residents

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
October 1957

NEW BORROWERS REGISTERED:

October 1956		October 1957	
Adult	84	Adult	65
Juvenile	24	Juvenile	54
Total	108	Total	119

Of the above figures for October 1957, the following were non-resident borrowers:

Adult	10
Juvenile	5
Total	15

REREGISTRATIONS:

Adult	16	Adult	10
Juvenile	9	Juvenile	19
Total	25	Total	29

BOOK STOCK:

Books added, July 1 - September 30, 1957	501
Books added, October 1 - 31, 1957	351
Total	852
Books discarded, July - October 31, 1957	267
Net gain	585
Book stock June 30, 1957	14,931
Total book stock, October 31, 1957	15,900 (Daly City books only)

FINES..	$111.54
LOST BOOKS...	10.45
TOTAL..	$121.99
DAYS OPEN..	26
REFERENCE QUESTIONS....................................	333

CIRCULATION:

	October 1956		October 1957	
Adult fiction (City)	1,326		1,363	
Adult fiction (County	390		318	
Total adult fiction		1,716		1,681
Adult non-fiction (City)	1,057		1,247	
Adult non-fiction (County	191		199	
Total adult non-fiction	2,	1,248		1,446
McNaughton titles (County)	218		178	
Total adult circulation		3,182		3,305
Juvenile (City	1,680		2,209	
Juvenile (County	184		222	
Total juvenile circulation		1,864		2,431
Periodicals	387		634	
Pamphlets	19		38	
Pictures	174		314	
State and Interlibrary Loans	000		19	
Total circulation		5,626		6,741

Total circulation of County books (936) represents 13+% of the total circulation for the month of October 1957.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
October 1957

NEW BORROWERS REGISTERED:

October 1956		October 1957	
Adult	99	Adult	87
Juvenile	55	Juvenile	137
Total	171	Total	224

Of the above figures for October 1957, the following were non-resident borrowers:

Adult	22
Juvenile	41
Total	63

EREGISTRATIONS:

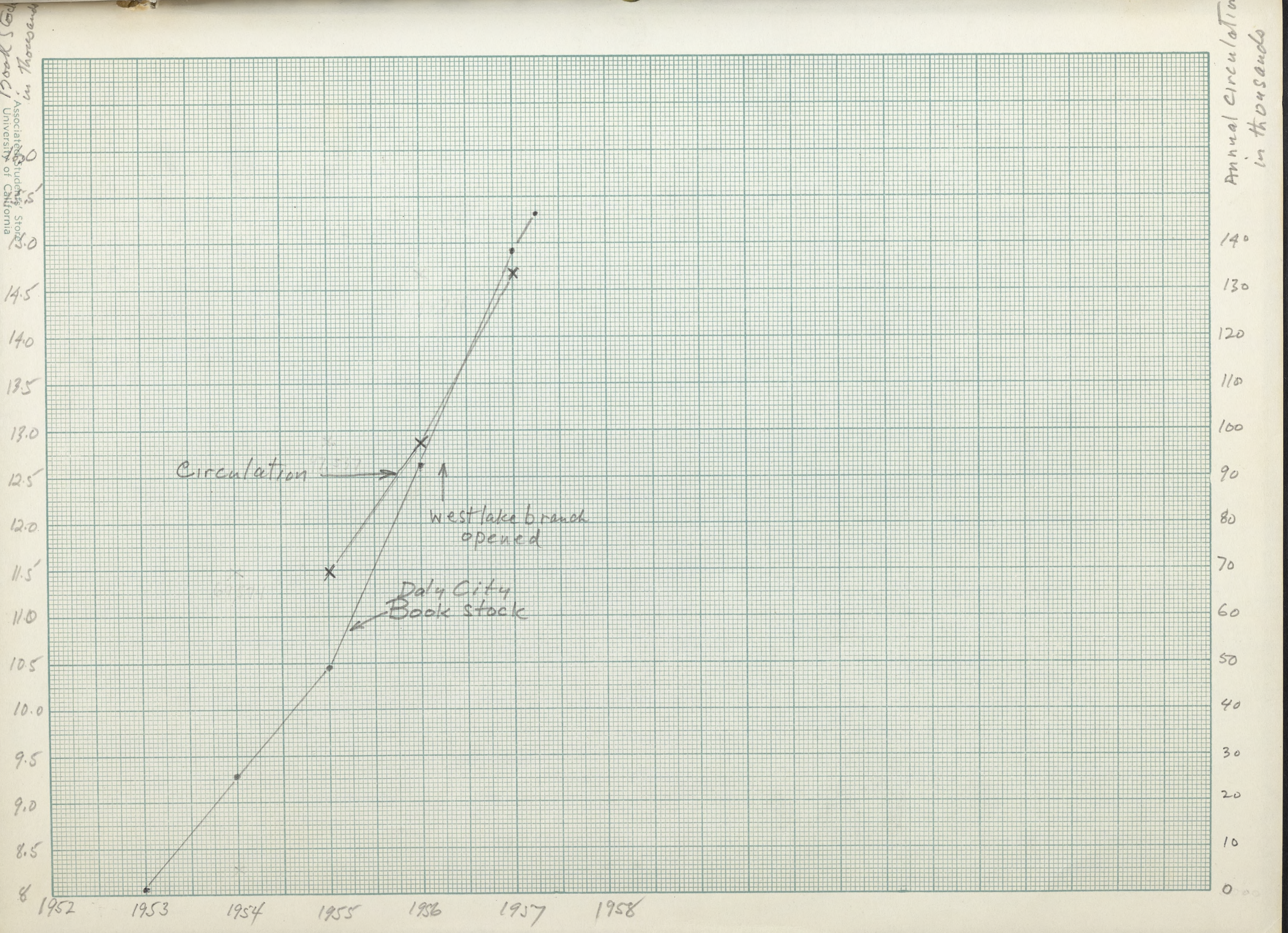
Adult	2	Adult	1
Juvenile	2	Juvenile	0
Total	4	Total	1

IRCULATION:

	October 1956		October 1957	
dult fiction (City	184		221	
dult fiction (County	1,328		1,528	
Total adult fiction		1,512		1,749
dult non-fiction (City)	116		142	
dult non-fiction (County)	592		722	
Total adult non-fiction		708		864
cNaughton titles (County)	161		262	
Total adult circulation		2,381		2,875
uvenile (City)	1,551		2,456	
uvenile (County)	727		1,137	
Total juvenile circulation		2,278		3,593
eriodicals	255		450	
amphlets	5		8	
tate and Interlibrary Loans	0		6	
Total circulation		4,919		6,932

INES..$97.57
OST BOOKS...0.00
AYS OPEN..26
EFERENCE QUESTIONS......................................196

otal circulation of County books (4,113) represents 59+% of the total circulation or the month of October 1957.



Associated Students' Store
University of California

October 14, 1957

Mrs. Carma Zimmerman
California State Library
Sacramento 9, Calif.

Dear Mrs. Zimmerman:

As you probably know, the Daly City Public Library contracts with the San Mateo County Library for various services, which are paid out of the city's county library tax.

This County - City arrangement is at present being studied by the Library Commission of Daly City in order to formulate some definite recommendations for the future. To help us in this study we should like to obtain certain pieces of information, which your organization may be in a position to supply. These are as follows:

1. The book stocks of a number of cities of comparable status, such as San Bruno, South San Francisco, Burlingame, San Mateo, Millbrae, Vallejo, Hayward, Richmond, Monterey, etc.

2. The annual budgets of these cities and their budgets for books and for capital outlay.

3. The population of these cities.
4. The position of the Libraries in them, including the presence or absence of a Commission or Board of Trustees.

One of the main questions before the Commission at present is what shall be the future course of our Library's development, shall we break off the County arrangement (which the City Council apparently favors) or shall we continue with it?

Any of the above information with which you may be able to supply us will help us in formulating our plans and in arriving at some recommendation based on facts.

Thanking you very much for your assistance,

Very sincerely yours,

Lionel Farber

LF:as

THE CALIFORNIA STATE LIBRARY
LIBRARY-COURTS BLDG., SACRAMENTO 9, CALIFORNIA

MRS. CARMA R. ZIMMERMAN, Librarian • • • MRS. PHYLLIS I. DALTON, Asst. Librarian

October 18, 1957

Dr. Lionel Farber, Chairman
Library Commission
Daly City Hall
Daly City, California

Dear Dr. Farber:

The enclosed table will, I believe, give you the information you requested in your letter of October 14, to which I am replying in the absence of Mrs. Zimmerman.

As you will see, the table includes the cities you asked for, plus a few others of approximately the same size. Millbrae does not have an independent library, and Richmond seems too large to be truly comparable. The others, however, seem reasonably close.

We are, of course, interested in the library situation in Daly City, and hope you will keep us informed. We were sorry to hear that you have lost Miss Clark, and hope you will be able to find a suitable successor soon.

Let us know if we can help in any other way.

Sincerely yours,

Dorothy Sinclair

Dorothy Sinclair
Library Consultant

DS:vv

enc.

November 5, 1957

Miss Dorothy Sinclair
Library Consultant
The California State Library
Library-Courts Building
Sacramento 9, California

Dear Miss Sinclair:

Thank you very much for the information you recently sent me. This will be incorporated in a presentation the Commission is making to the City Council at a joint meeting on November 6.

The plans for the new Westlake Branch of the Daly City Library have not as yet "gelled" to a point where a start can be made. The present block is the acquisition of the lot for the building from the Doelger Corporation. We hope that this obstacle will shortly be resolved and that we can then begin making further definite plans.

It certainly was a great loss to us when Miss Clark left. In the relatively short time that she was here she definitely and markedly improved the library. I hope we can find someone at least as good as she was.

Thanking you again,

Very sincerely yours,

Lionel Farber

LF:as

LIBRARY STATISTICS - 1956-57

CITIES WITH INDEPENDENT LIBRARIES
(Comparable In Size With Daly City)

Library	Book Stock of Library	Annual Library Budget	Annual Book Budget	Capital Outlay fiscal 1956-57	Population		Trustees? Yes or No
					1950	latest estimate	
Beverly Hills	81,107	81,474	10,531	947	28,922	30,870	No
Burlingame	109,712	72,881	12,187.18	2,606.97	19,866	21,895	Yes
Hayward	31,759	84,469	16,223	3,080	14,292	54,789	Yes
Millbrae		Served by County Library				14,508	
Monterey	64,088	68,304	10,291	6,434	16,500	21,840	Yes
Palo Alto	119,620	142,463	15,366	16,509	25,475	41,002	No
Redondo Beach	47,675	80,987.[illegible]	10,086.41	1,683.25	25,334	42,761	Yes
Redwood City	66,847	106,565.[illegible]	15,246.27	10,596.29	25,340	38,956	Yes
Richmond	124,642	272,133	38,685	3,046	99,545	70,000	Yes
San Bruno	25,248	38,905	7,155.20	573.53	12,478	23,000	Yes
South San Francisco	47,444	68,762.33	17,007.41	9,272.62	19,351	35,690	Yes
San Mateo	99,092	137,997	13,918	14,316	41,782	65,000	Yes
Vallejo	97,054	80,334	7,446	26,026	23,164	38,638	Yes

Data For 1956-57

Library	Population	Book Stock	Books per person	Book Budget	Budget	Capital Outlay
Beverly Hills	30,870	81,107	2.6	10,531	81,474	947
Burlingame	21,895	109,712	5	12,187	72,881	2,607
Hayward	54.789	31,759	0.58	16,223	84,469	3,080
Monterey	21,840	64,088	2.9	10,291	68,304	6,434
Palo Alto	41,002	119,620	2.9	15,366	142,463	16,509
Redondo Beach	42,761	47,675	1.1	10,086	80,987	1,683
Redwood City	38,956	66,847	1.7	15,246	106,565	10,596
Richmönd	70,000	124,642	1.8	38,685	272,133	3,046
San Bruno	23,000	25,248	1.1	7,155	38,905	573.53
South San Francisco	35,690	47,444	1.3	17,007	68,762	9,272
San Mateo	65,000	99,092	1.5	13,918	137,997	14,316
Vallejo	38,638	97,054	2.5	7,446	80,334	26,026
Daly City	29,500?	15,315	0.52	5,868	20,480*	1956/57
	31,000?			0	16,769*	1957/58

*Represents amounts appropriated by the City from its own finances. To these figures must be added the county taxes collected, which amounted to $26,548.92 and $31,775.25(estimated) for 1956/57 and 57/58 respectively.

Estimated Expenses If Daly City Library System Were to be On Its Own - 1957-58

Salaries:	5100.00 ?	$30,096
	5100.00	
	4416.	
	8016.	
	3456	
	2208	
	1800	
	30,096	
Expenses		$ 18,873
	Total	48,969
Capital Outlay		1,200
		50,169.00
Estimated County Tax for Library Service		31,775.25
Difference from City Tax		$18,393.75
Present City Outlay		$16,769.00

Data For 1956-57

Library	Population	Book Stock	Books per person	Book Budget	Budget	Capital Outlay
Beverly Hills	30,870	81,107	2.6	10,531	81,474	947
Burlingame	21,895	109,712	5	12,187	72,881	2,607
Hayward	54.789	31,759	0.58	16,223	84,469	3,080
Monterey	21,840	64,088	2.9	10,291	68,304	6,434
Palo Alto	41,002	119,620	2.9	15,366	142,463	16,509
Redondo Beach	42,761	47,675	1.1	10,086	80,987	1,683
Redwood City	38,956	66,847	1.7	15,246	106,565	10,596
Richmond	70,000	124,642	1.8	38,685	272,133	3,046
San Bruno	23,000	25,248	1.1	7,155	38,905	573.53
South San Francisco	35,690	47,444	1.3	17,007	68,762	9,272
San Mateo	65,000	99,092	1.5	13,918	137,997	14,316
Vallejo	38,638	97,054	2.5	7,446	80,334	26,026
Daly City	29,500?	15,315	0.52	5,868	20,480*	1956/57
	31,000?			0	16,769*	1957/58

*Represents amounts appropriated by the City from its own finances. To these figures must be added the county taxes collected, which amounted to $26,548.92 and $31,775.25(estimated) for 1956/57 and 57/58 respectively.

Estimated Expenses If Daly City Library System Were to be On Its Own - 1957-58

Salaries:	5100.00 ?	$30,096
	5100.00	
	4416.	
	8016.	
	3456	
	2208	
	1800	
	30,096	
Expenses		$ 18,873
	Total	48,969
Capital Outlay		1,200
		50,169.00
Estimated County Tax for Library Service		31,775.25
Difference from City Tax		$18,393.75
Present City Outlay		$16,769.00

In addition would have to replace the 7755 + books in our collection from the county -

Book Stock Summary

Sept. 30, 1957	15,315
June 30, 1957	14,931
August 31, 1957	15,249
July 31, 1957	15,097
June 30, 1956	12,579
May 31, 1957	14,782
April 30, 1957	14,596
Jan. 31, 1957	14,062
March 31, 1957	14,384
Feb 28, 1957	14,172
Dec. 31, 1956	13,922
June 30, 1955	10,453
Oct 31, 1956	13,549
Aug 31, 1956	12,951
July 31, 1956	12,883
May 31, 1956	12,408
April 30, 1956	12,320
Mar 31, 1956	12,226
Feb 29, 1956	11,983
Jan 31, 1956	13,261
Dec 31, 1955	11,719
June 30, 1954	9,284
June 30, 1953	8,057

Circulation

June, 1955/56	97,537
June, 1956/57	133,738
Jan 1955	6067
Sept 1954	4647
March 1953	4174
March 1954	5983
July 1954	5271
August 1954	5334
Oct –	5398
Nov –	6014
Dec –	4829
Feb 1955	5629
Mar –	7301
April	6163
May	6029
June 1955	6842
July 1955	6060
Aug 1955	6820
Sept –	5721
Oct 1955	6988
Nov	7489
Dec	5927
Jan 1955	6067
Jan 1956	8409

Circulation

Feb 1956		8680
Mar		9840
April		7328
	weekday	2236
May 1956		4839
		6845
July 1956	W	5006
	D	6385
August	W	5802
	DC	5784
1955/56		97,537
1954/55		69,574

AGENDA

LIBRARY COMMISSION MEETING, NOVEMBER 21, 1957

1. Minutes of last meeting ✓
2. Report from acting librarian ✓
3. Report of meeting with City Council, November 6, 1957 ✓
4. Report of interview with candidate for City Librarian, Mr. Chandler, Sunday morning, November 17, 1957 ✓
5. Report on status of branch library lot aquisition ✓
6. Correspondence ✓
    - a. Letter from Mrs. Graham
    - b. Letter from Mr. Pacelli ✓
    - c. " " Amer. Lib. Assoc. re. S.F. meeting of ALA & midwinter meeting in Chicago
7. Discussion of vacancy on Library Commission resulting from resignation of Mr. Pacelli ✓
8. Proposal to write letter to Mr. Pacelli ✓
9. Discussion of plans for hiring architect for new branch library
10. Notice of interview with Miss Poole, candidate for City Librarian, Friday afternoon at 2 P. M. in Mr. Stites's office, City Hall. ✓
11. Picture Loan possibility

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
November 1957

NEW BORROWERS REGISTERED:

November 1956		November 1957	
Adult	77	Adult	72
Juvenile	30	Juvenile	61
Total	107	Total	133

Of the above figures for November 1957, the following were non-resident borrowers:

Adult	7
Juvenile	5
Total	12

REREGISTRATIONS:

Adult	8	Adult	7
Juvie	6	Juvie	21
Total	14	Total	28

BOOK STOCK:

Books added, July 1 - October 31, 1957	852
Books added, November 1-30, 1957	67
Total	919
Books discarded, July 1 - November 30, 1957	273
Net gain	646
Book stock June 30, 1957	14,931
Total book stock, November 30, 1957	15,577* (Daly City books only)

FINES	$120.95
LOST BOOKS	16.28
TOTAL	$137.23
DAYS OPEN	24
REFERENCE QUESTIONS	358

*Correction of last months error

CIRCULATION:

	November 1956		November 1957	
Adult fiction (City)	1,023		1,242	
Adult fiction (County)	308		300	
Total adult fiction		1,331		1,542
Adult non-fiction (City)	812		1,264	
Adult non-fiction (County)	126		176	
Total adult non-fiction		938		1,440
McNaughton titles (County)	158		169	
Total adult circulation		2,427		3,151
Juvenile (City)	1,368		2,122	
Juvenile (County)	161		188	
Total juvenile circulation		1,529		2,310
Periodicals	210		606	
Pamphlets	15		33	
Pictures	124		405	
State and Interlibrary Loans	000		29	
Total circulation		4,305		6,534

Total circulation of County books (862) represents 13+% of the total circulation for the month of November 1957.

November 21, 1957.

The regular meeting of the Daly City Library Commission was held on Thursday, November 21, 1957 at the City Hall at 8 P. M. Mr. De Martini was absent. Miss Jackson was present as a guest.

Due to the absence of the Secretary at the October 9, 1957 meeting, no regular minutes were taken. Miss Ross and Miss Jackson were present as guests. The County contract was discussed and also the Library lot in Westlake that is still not ours. A joint meeting with the Council was planned. No special action was taken. As a quorum would not be present on the night of the regular meeting on November 13, 1957, it was postponed to November 21, 1957.

Miss Jackson distributed the monthly Library report. The new booklist was checked and filed. There was no financial statement. Miss Jackson said the page, Tom Tringali, has been a great help during this period of staff shortage and also the new boy from City College is working out well. Miss Jackson was asked to determine if the Library should fill out the Daly City Hall Building Survey. The City also asked for an inventory of books and all property for insurance purposes. The County property is insured by the County.

The Commission met with the City Council on November 6, 1957 for the purpose of discussing matters pertaining to the Library operation. The acquisition of the Library site has been held up once again. The Planning Commission are checking on the adjoining property on a zoning change. The money is ready to be paid when a deed is secured. The City Council directed Mr. Stites and Mr. Huff to check on this with the Doelger Corporation. Four means were suggested to finance the library- lease purchase, bond issue, sales tax and County loan. Mr. Stites was asked to get all data on the Stanford loan method. The number of square feet and general facilities of the new Library should be submitted to the Council. There was some discussion on the Contract between the County and the City.

Mr. Chandler, who passed highest in the library examination, was interviewed Sunday by Dr. Farber, Mrs. Woods and Mrs. Hanselman. Miss Poole will meet with Mr. Stites and the Commission on Friday, November 22, 1957 at 2 P. M. at the City Hall. The results of the Children's Librarian Examination have not yet been determined.

The Planning Commission denied the request for rezoning the property adjacent to the Library site.

A letter was received and read from Dora Graham who wanted to borrow books from the Daly City Library, although she is a resident of San Bruno. Our book selection and librarians were highly complimented by her and she stated that she would willingly pay for this service. The Secretary was instructed to write her a letter of thanks and advise her that at the present time we have no non-resident fee.

A letter of resignation was read from Mr. Pacelli and a reply to him was also read. Miss Jackson read a letterfrom the Friends of the Library wondering why the money they had contributed towards language records had not been spent for that purpose. The P. T. A. has also given money to be used for further records. Miss Jackson said that she had answered the letter saying that due to the staff shortage the records were not yet purchased. However, the new Librarian will be advised of this immediately. There are also some music records at the Daly City Library, but there has been no time to catalogue them.

The Commission suggested that volunteers be secured to help check the book drive books now being housed in the Firehouse. Mrs. Woods stated that she would gladly pick up any books that are to be gifts to the Library.

Dr. Farber and Mrs. Hanselman received letters from Mrs. Bessie Moore, President of the American Library Association Section of Library Trustees, appointing them to serve on the Committee for the American Library Association to be held in San Francisco next June. Dr. Farber will answer her letter.

Dr. Farber told of pictures being loaned by the New Orleans Library. It is to be hoped that in the future, Daly City can also give this service.

Meeting adjourned at 9:50 P. M.

Maude Hanselman, Secretary.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
November 1957

EW BORROWERS REGISTERED:

November 1956		November 1957	
Adult	79	Adult	96
Juvenile	51	Juvenile	53
Total	130	Total	149

Of the above figures for November 1957, the following were non-resident borrowers:

Adult	23
Juvenile	16
Total	39

EREGISTRATIONS:

Adult	2	Adult	2
Juvenile	0	Juvenile	1
Total	2	Total	3

IRCULATION:

	November 1956		November 1957	
dult fiction (City)	164		203	
dult fiction (County)	1,003		1,410	
Total adult fiction		1,167		1,613
dult non-fiction (City)	85		128	
dult non-fiction (County)	412		622	
Total adult non-fiction		497		750
cNaughton titles (County)	189		209	
Total adult circulation		1,853		2,572
uvenile (City)	1,426		2,276	
uvenile (County)	733		1,106	
Total juvenile circulation		2,159		3,382
eriodicals	255		408	
amphlets	1		5	
tate and Interlibrary Loans	0		12	
Total circulation		4,268		6,379

INES..$130.41
OST BOOKS.. 000000
AYS OPEN... 24
EFERENCE QUESTIONS..................................... 149

otal circulation of County books (3772) represents 59+% of the total circulation or the month of November 1957.

CITY OF DALY CITY
ADJOURNED MEETING - CITY COUNCIL - WEDNESDAY, NOVEMBER 6, 1957
8:00 PM

AGENDA

ROLL CALL:

MINUTES:

COMMUNICATIONS:

Letter from Planning Commission, re: Application for Variance Casser-Callan Development Corporation

Library Commission Meeting

PRELIMINARY AGENDA

REGULAR MEETING - CITY COUNCIL - TUESDAY, NOVEMBER 12, 1957

COMMUNICATIONS:

1. Letter from Public Utilities Commission, re: "Guide for installation of Temporary Decorations"
2. Letter from California State Department of Public Works, re: 5/8¢ Gas Tax Allocation
3. Letter from City Clerk, re: Delinquent Tax properties
4. Copy of letter from Westlake Subdivisions Improvement Association to Councilman Wilson, re: "The Hump"
5. Letter from Henry Doelger, Incorporated, re: Golden Gate Shows permit fee

PUBLIC HEARING:

20. Tuesday, November 12, 1957 - 8:00 P.M. PARCEL III, Map of the Pierce, Van Winkle, and Patten Tracts

UNFINISHED:

30. Westlake Park
31. Hanover Street Vacation
32. Bids on Police Radio Equipment

MOTION:

CLAIM:

ADJOURN:

AGENDA FOR MEETING OF THE DALY CITY LIBRARY COMMISSION OF WEDNESDAY, DECEMBER 11, 1957.

1. Library Report
2. Appointment of City Librarian
3. Examination for Librarian I
4. Library Lot

The attached report for the Library is being mailed, since the December 1957 meeting of the Daly City Library Commission was not held due to the lack of a quorum.

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
December 1957

NEW BORROWERS REGISTERED:

December 1956		December 1957	
Adult	81	Adult	56
Juvenile	31	Juvenile	52
Total	112	Total	108

Of the above figures for December 1957, the following were non-resident borrowers:

Adult	6
Juvenile	2
Total	8

REREGISTRATIONS:

Adult	61	Adult	3
Juvenile	17	Juvenile	7
Total	78	Total	10

BOOK STOCK:

Books added, July - November 30, 1957	919	
Books added, December 1 - 31, 1957	55	
Total	974	
Books discarded, July 1 - December 31, 1957	273	
Net gain	701	
Book stock June 30, 1957	14,931	
Total book stock, December 31, 1957	15,632	(Daly City books only)

FINES	$131.95	
LOST BOOKS	3.50	
TOTAL	$135.45	
DAYS OPEN	23	(Plus two shortened days)
REFERENCE QUESTIONS	283	

CIRCULATION:

	December 1956		December 1957	
Adult fiction (City)	941		1,019	
Adult fiction (County)	236		304	
Total adult fiction		1,177		1,323
Adult non-fiction (City)	833		1,008	
Adult non-fiction (County)	139		155	
Total adult non-fiction		972		1,163
McNaughton titles (County)	162		158	
Total adult circulation		2,311		2,644
Juvenile (City)	1,231		1,518	
Juvenile (County)	129		161	
Total juvenile circulation		1,360		1,679
Periodicals	246		403	
Pamphlets	27		11	
Pictures	75		259	
State and Interlibrary Loans	8		24	
Total circulation		4,027		5,020

Total circulation of County books (802) represents 15+% of the total circulation for the month of December 1957.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
December 1957

NEW BORROWERS REGISTERED:

December 1956		December 1957	
Adult	71	Adult	78
Juvenile	38	Juvenile	61
Total	109	Total	139

Of the above figures for December 1957, the following were non-residents borrowers:

Adult	11
Juvenile	17
Total	28

REREGISTRATIONS:

Adult	12	Adult	0
Juvenile	13	Juvenile	0
Total	25	Total	0

CIRCULATION:

	December 1956		December 1957	
Adult fiction (City)	147		137	
Adult fiction (County)	794		1,039	
Total adult fiction		941		1,176
Adult non-fiction (City)	84		111	
Adult non-fiction (County)	369		549	
Total adult non-fiction		453		660
McNaughtons titles (County)	168		196	
Total adult circulation		1,562		2,032
Juvenile (City)	1,060		1,590	
Juvenile (County)	498		694	
Total juvenile circulation		1,558		2,284
Periodicals	229		346	
Pamphlets	0		1	
State and Interlibrary Loans	3		8	
Total circulation		3,352		4,671

FINES	$121.53
LOST BOOKS	9.28
TOTAL	$130.81
DAYS OPEN	23
REFERENCE QUESTIONS	98

Total circulation of County books (2833) represents 60+% of the total circulation for the month of December 1957.

COPY

December 9, 1957

Honorable Board of Supervisors

County Manager

Proposed Resolution Authorizing Execution of Agreement with City of Daly City for County Library Services

Previously your Board considered execution of an agreement with the City of Daly City for joint operation of the Daly City Main Library and the Westlake-Broadmoor Branch of the Daly City library system. As you know, this is a renewal of an existing agreement for joint operation of the Daly City Library and the County Free Library in the Daly City area. The city levies a library tax for its direct expenditures and is likewise a part of the County Library District.

The type of agreement under consideration with Daly City, calling for joint operation between the two governmental jurisdictions, is basically sound from the standpoint of functional consolidation and the rendering of maximum services to the taxpayer at a minimum of cost.

Under the terms of the agreement both the Daly City Library and the Westlake-Broadmoor Branch will serve the residents of the city, as well as the residents of the surrounding unincorporated area of the county. Operation of the library is under the jurisdiction of Daly City, and the County agrees to reimburse the city in an amount not to exceed $18,647 for salaries of library personnel. In addition, the agreement provides for payment by the County of not to exceed $800 in cost of bindery work and $100 in cost of rental of two charging machines. While it isn't spelled out in dollars and cents, the agreement also calls for the furnishing of materials, supplies, equipment, book stock, periodicals and other services rendered directly by the County Library.

A cost analysis indicates that the expenditures for 1956-57 totaled $33,023 for the two libraries operated by Daly City as against tax receipts in the amount of $26,548.92 from the County Library tax within Daly City. The County Library expenditures of $6,474.08 in excess of the tax receipts may well be justified by the fact that service is rendered to residents of the unincorporated area in addition to the residents of the City of Daly City. The following conclusions may be drawn from an analysis of the proposed agreement and the library services rendered by the City of Daly City:

COPY

1. Direct and indirect expenditures by the County for operation of Daly City and Westlake-Broadmoor branch libraries are in excess of the tax revenue received by the County Library from property within Daly City.

2. The additional expenditures are credited against the non-city borrowers served by the two city libraries.

3. The coordination of library service between the County Library and the Daly City library is basically sound and furnishes a superior library service for a minimum cost.

4. Both the payments to the Daly City Library and services in lieu of cash payments are worked out jointly by the Daly City Library Commission and the County Librarian and represent an equitable distribution of cost.

Accordingly, IT IS RESPECTFULLY RECOMMENDED that your Board adopt resolution authorizing execution of agreement with the City of Daly City for County Library Services.

Respectfully submitted,

E. R. STALLINGS

ERS:jm
cc: County Librarian
City Manager, Daly City

COPY

December 12, 1957

Daly City, City Council
City Hall
Daly City, California

Gentlemen:

The Board of Supervisors at their meeting on December 10 requested that a meeting be arranged at which Supervisor Callan might meet with the City Council of Daly City and the Daly City Library Commission, and that the County Manager and County Librarian also attend such a meeting. This meeting to be held in order that an understanding may be reached concerning City and County responsibility in the financial support of library services in the Daly City area.

I wish to request that you set a date for such a meeting, and that the date selected be any time other than the third Monday evening of the month.

Very truly yours,

Virginia L. Ross
County Librarian

VLR:eg

COUNTY OF SAN MATEO

SAN MATEO COUNTY FREE LIBRARY
842 MIDDLEFIELD ROAD
REDWOOD CITY, CALIFORNIA
EMerson 9-1441, Ext. 229-220

VIRGINIA L. ROSS
County Librarian

December 12, 1957

Dr. Lionel Farber, Chairman
Daly City Library Commission
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber:

The 1957-58 agreement for County Library service to Daly City was signed by the Board of Supervisors at their meeting on December 10. The County Clerk has forwarded a copy of the completed agreement to Daly City.

I am enclosing for your information a copy of a report to the Board of Supervisors from the County Manager concerning County Library service to Daly City. As Miss Jackson has told you, Supervisor Callan wishes to meet with the Library Commission and the City Council in order that an understanding may be reached concerning City and County responsibility in the financial support of library services in the Daly City area. It is my understanding that such a meeting would also include a representative from the City Library, the County Manager, and the County Librarian.

I have referred this request for a meeting to the City Council for consideration at their December 18 meeting, and expect that at that time they will set a date for the meeting.

Sincerely yours,

Virginia L Ross

Virginia L. Ross
County Librarian

VLR:eg
Enc.

MARCH 22, 1911

OFFICE OF THE CITY MANAGER

DALY CITY

CITY HALL

SAN MATEO COUNTY

CALIFORNIA

H. I. STITES
CITY MANAGER

December 19, 1957

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

My dear Dr. Farber,

The City Council cordially invites you to attend a meeting with the Council, the San Mateo County Librarian, and County Manager, on Wednesday, January 8, 1958, at eight o'clock P.M.

Sincerely,

H. I. Stites

H. I. Stites
City Manager

HIS/jo

MARCH 22, 1911

OFFICE OF THE CITY MANAGER
DALY CITY
CITY HALL
SAN MATEO COUNTY
CALIFORNIA

H. I. STITES
CITY MANAGER

January 2, 1958

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber,

It will be necessary to delay the meeting of the County Librarian, County Manager, Library Commission and City Council to Wednesday, January 22nd, at eight o'clock P.M.

I sincerely hope this change of date will not inconvenience you nor prevent you from being present at the meeting.

With best wishes for a happy New Year, I remain

Sincerely,

Howard

H. I. Stites
City Manager

HIS/jo

PUBLIC LIBRARY
CITY OF DALY CITY
Gateway to the Peninsula
SAN MATEO COUNTY, CALIFORNIA
6351 MISSION STREET - PLaza 5-0850

Mayor
Joseph J. Verducci
Councilmen
Michael R. DeBernardi
Paul Hupf
Sanford G. Vickers
Del C. Wilson

AGENDA

LIBRARY COMMISSION MEETING

Wednesday, January 8, 1958

1. Minutes of last (November) meeting ✓
2. Library reports for November and December ✓
3. Report on status of branch library lot acquisition ✓
4. Old business ✓
5. New business

Mr. Dom. Casentini
86 W. Cavour   PL6 4521

Exec Bd meeting of Friends of Library Jan 16 -
Mrs Kendree's home

Sent letter to Council re results of Nov 6 meeting

Hon. City Council
City Hall

Gentlemen:

×69
12
8628

January 8,1958

The regular meeting of the Daly City Library Commission was held on January 8,1958 at the City Hall. Mr. De Martini was absent and Miss Jackson was present as a guest. Mr. Dan Casentini, our new Commissioner was present for the first time. No meeting was held in December as a quorum could not be present .

The minutes of November 21 were read.

Mrs. Woods stated that an executive board meeting of the Friends of the Library would be held on Thursday, January 16th at the home of Mrs. Kendree. All were cordially invited to attend.

The library report was distributed and studied.

Dr. Farber reported that the Westlake library lot has not yet been purchased. A letter, quoting the price of the lot, from the Doelger Corporation seems to have been misplaced. Dr. Farber was directed to write to the Council asking the cause of the delay in the purchase of the lot.

Dr. Farber read a letter from Mrs. Mohn of San Francisco asking for volunteers for the A.L.A. Conference to be held in San Francisco next July 13-19. Trustees meetings will be held on July 11-12. Dr. Farber will notify Mrs. Mohr that we will help her where ever we are needed.

Miss Jackson presented a copy of the County contract for our files.

The Commission will meet with the Council and County Manager on January 22.

The new librarian, Mr. Chandler is due here on January 10.

There being no further business, the meeting was adjourned at 9:30 P.M.

Maude Hanselman
Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
January 1958

NEW BORROWERS REGISTERED:

	January 1957		January 1958
Adult	98	Adult	64
Juvenile	48	Juvenile	46
Total	146	Total	110

Of the above figures for January 1958, the following were non-resident borrowers:

Adult	6
Juvenile	4
Total	10

REREGISTRATIONS:

Adult	45	Adult	8
Juvenile	17	Juvenile	14
Total	62	Total	22

BOOK STOCK:

Books added, July - December 31, 1957	974	
Books added, January 1-31, 1958	130	
Total	1,104	
Books discarded, July 1 - January 31, 1958	300	
Net gain	804	
Book stock June 30, 1957	14,931	
Total book stock, January 31, 1958	15,735	(Daly City books only)

FINES	$127.22
LOST BOOKS	3.00
TOTAL	$130.22
DAYS OPEN	26
REFERENCE QUESTIONS	350

CIRCULATION:

	January 1957		January 1958	
Adult fiction (City)	1,385		1,354	
Adult fiction (County)	343		443	
Total adult fiction		1,728		1,797
Adult non-fiction (City	1,310		1,296	
Adult non-fiction (County	211		210	
Total adult non-fiction		1,521		1,506
McNaughton titles (County)	213		168	
Total adult circulation		3,462		3,471
Juvenile (City)	1,905		1,886	
Juvenile (County)	214		174	
Total juvenile circulation		2,119		2,060
Periodicals	362		529	
Pamphlets	22		25	
Pictures	377		285	
State and Interlibrary Loans	15		24	
Total circulation		6,357		6,394

Total circulation of County books (1,019) represents 15+% of the total circulation for the month of January 1958.

REPORT TO LIBRARY COMMISSION
WESTLAKE-BROADMOOR BRANCH LIBRARY
January 1958

W BORROWERS REGISTERED:

January 1957		January 1958	
Adult	95	Adult	72
Juvenile	56	Juvenile	73
Total	151	Total	145

Of the above figures for January 1958, the following were non-residents borrowers:

Adult	11
Juvenile	25
Total	36

EREGISTRATIONS:

Adult	8	Adult	2
Juvenile	0	Juvenile	2
Total	8	Total	4

IRCULATION:

	January 1957		January 1958	
dult fiction (City)	179		191	
dult fiction (County)	1,391		1,558	
Total adult fiction		1,570		1,749
ult non-fiction (City)	142		154	
dult non-fiction (County)	720		792	
Total adult non-fiction		862		946
cNaughton titles (County)	273		247	
Total adult circulation		2,705		2,942
uvenile (City)	1,733		2,189	
uvenile (County)	808		934	
Total juvenile circulation		2,541		3,123
eriodicals	372		539	
amphlets	4		8	
tate and Interlibrary loans	5		5	
Total circulation		5,627		6,617

INES..	$108.52
OST BOOKS...	2.87
OTAL..	$111.39
AYS OPEN..	26
EFERENCE QUESTIONS......................................	66

tal circulation of County books (4,083) represents 60+% of the total circulation r the month of January 1958.

Daly City Public Library
6351 Mission St.,
Daly City, Calif.

Adult Trade Books

AUTHOR	TITLE	PUBLISHER	PRICE
Adamson	Keepers of the lights	Greenberg	$ 3.00
Bliven, Bruce Jr.	The wonderful writing Machine	Random	1.89
Todd	Cadet Gray	Sterling	5.24
Coxe	Butcher, Baker, Murder-maker	Knopf	1.50
Deutsch	The trouble with cops	Crown	1.49
Edwards	Strangest of all	Citadel	2.44
Faulkner	A visual history of the United States	Schuman	3.49
Ferm, Vergilius	Encyclopedia of Religion	Philosophical Lib.	6.19
Freuchen	Peter Freuchen's Book of the Seven Seas	Messner	5.24
Gowing	The Square Dancers' Guide	Crown	2.77
Hawes	It's still spinach	Little Brown	1.89
Hendrickson	Mosaics, Hoppy & Art	Hill & Wang	2.44
Kieran	An Introduction to Nature	Hanover Hse.	2.98
Kredel	Soldiers of the American Army	Regnery	6.49
Lazarus	American Business Dictionary.	Philosophical Lib.	3.69
Lorant	The Presidency	Macmillan	9.00
Meredith	The American Wars	World	4.98
Moskowitz	Great Railroad stories of the world	McBride	2.80
Outhwaite	The Atlantic	Coward McCann	4.54
Peirce	Fire on the Hearth	Pond-Ekberg	3.19
Roberson	Complete Small Appliance Cookbook	Wyn	1.80
Ruggles	Prince of Players	Norton	2.23
Stanley	The Beauty of Woman	W.H.Allen	1.98

Farber

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
February 12, 1958

The regular meeting of the Daly City Library Commission was held on February 12, 1958 at the City Hall. Mr. DeMartini and Mr. Casentini were absent. Mr. Chandler was present as a guest.

The monthly library report was received.

No particular action was taken, but many things were discussed.

Mr. Franco and Mr. Milani have been appointed to the Citizens' Fact Finding Committee in regard to the library lot in Westlake.

Mr. Chandler suggested that we study ~~a~~ plans for a non-resident fee.

1. Non-resident fee of $3 for three years.
2. Blanket $3 fee for no permanent residence in San Mateo County.

Dr. Farber instructed Mr. Chandler to renew the C.L.A and A.L.A. subscriptions for the library commissioners.

The County has approved a book deposit for the Westlake Library, however, it must await approval by the Doelger Corporation before being installed.

The county will not be able to begin cataloging the books stored in the fire house for another month due to present lack of help and rush of extra work.

The meeting was adjourned at 10:30 P.M.

Maude Hanselman
Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
February, 1958

NEW BORROWERS REGISTERED:

	February, 1957	February, 1958
Adult	76	109
Juvenile	70	61
Total	146	170

Of the above figures for February, 1958, the following were non-resident borrowers:

Adult	32
Juvenile	23
Total	55

REREGISTRATIONS:

Adult	29	6
Juvenile	9	5
Total	38	11

BOOK STOCK:

Books added, July -- January 31, 1958	1,104
Books added, Feb. 1 -- Feb. 28, 1958	144
Total	1,248
Books discarded, July 1 -- Feb. 28, 1958	382
Net gain	866
Book Stock, June 30, 1957	14,931
Total book stock Feb. 28, 1958	15,797 (Daly City books only)

FINES:

Daily fines	$92.31
Lost books	1.98
Total	$94.29

CIRCULATION -- Daly City Public Library

	February, 1957		February, 1958	
Adult fiction (City)	1,337		1,397	
Adult fiction (County)	366		377	
Total adult fiction		1,703		1,774
Adult non-fiction (City)	1,080		1,394	
Adult non-fiction (County)	189		226	
Total adult non-fiction		1,269		1,620
McNaughton titles (county)	199		158	
Total adult circulation		3,171		3,552
Juvenile (City)	1,962		2,336	
Juvenile (county)	221		201	
Total juvenile circulation		2,183		2,537
Periodicals	387		472	
Pamphlets	12		14	
Pictures	368		380	
State and interlibrary loans	14		19	
Total circulation		6,135		6,974

The total circulation of County books (981) represents 14.06% of the total circulation for the month of February, 1958.

Days open	22
Reference Questions	341

NEW BORROWERS REGISTERED:

	February, 1957	February, 1958
Adult	90	73
Juvenile	51	27
Total	141	100

Of the above figures for February, 1958, the following were non-resident borrowers:

Adult	6
Juvenile	5
Total	11

REREGISTRATIONS:

Adult	2	3
Juvenile	1	4
Total	3	7

CIRCULATION:

Adult fiction (city)	152		164	
Adult fiction (county)	1,335		1,382	
Total adult fiction		1,487		1,546
Adult non-fiction (city)	107		165	
Adult non-fiction (county)	642		750	
Total adult N/F		749		915
McNaughton titles (county)	214		248	
Total adult circulation		2,450		2,709
Juvenile (city)	1,620		2,086	
Juvenile (county)	761		909	
Total juvenile circulation		2,381		2,995
Periodicals	316		386	
Pamphlets	5		13	
State and Interlibrary loans	4		11	
Total circulation		5,156		6,114

Total circulation of County books (3,699) represents 60.5% of the total circulation for the month of February.

FINES:

Daily fines	$86.55
Lost books (city)	1.98
Lost books (county)	2.25
Total fines and lost books	$90.78

Reference questions 68

Days open 22

ACCOUNT NO. 894

PAGE 31

CITY OF DALY CITY

FISCAL YEAR 1957 - 1958

DEPARTMENT LIBRARY

CODE	DESCRIPTION	PERSONNEL				REVENUES OR EXPENDITURES		ESTIMATED REVENUES OR APPROPRIATIONS				
		AUTH. LAST YEAR	1957-58					1956-57		1957-58		
			D	M	C	1956-57		ORIGINAL	REVISED	DEPARTMENT	CITY MANAGER	CITY COUNCIL
1916.5	Librarian	1	1	1				5,232		5,916	5,100	5648
1913.5	Librarian II	1	1	1				4,512		5,100	5,100	
1912.3	Librarian I	1	1	1				3,900		4,416	4,416	
1908.5	Library Assistant III	2	2	2				7,080		8,016	8,016	
1906.4	Library Assistant II	1	1	1				2,916		3,456	3,456	
1906.3	Library Assistant II		0	0						3,300		
1110.5	Custodian	½	½	½				2,046		2,208	2,208	
	Library Assistant I (2)							1,800		1,800	1,800	3300
	TOTAL PERSONAL SERVICES	6½	7½	6½		26,346		27,486	27,991	34,212	30,096	30,096
100	Utilities					812		1,000	1,000	1,000	900	—
140	Publishing and Binding							200	200	200	0	
150	Telephone and Telegraph					426		250	250	500	500	—
160	Auto Allowance & Expense					130		150	110	200	150	700
200	Building Materials & Service					1,341		1,450	1,450	3,220	1,420	717
210	Equipment Parts & Services					29		100	62	300	50	—
220	Rent of Buildings					2,125		1,500	1,500	1,500	1,500	✓
240	County Library Services					7,886		7,892	7,892	7,353	10,653	15043
310	Books					5,861		4,800	5,868	10,000	5,000	7500
315	Periodicals					642		500	879	500	400	—
~~317~~	~~Records~~									~~500~~	~~0~~	—
370	Office Supplies & Printing					635		600	615	700	700	—
400	Materials & Supplies					12		100	95	600	100	—
500	Insurance & Official Bonds					497		250	250	500	500	—
510	Subscriptions, Dues & Meetings					270		150	309	300	300	
	TOTAL CURRENT EXPENSES					20,666		18,942	20,480	26,873	22,173	22,173
												28830

CITY OF DALY CITY

FISCAL YEAR 1957 - 1958

ACCOUNT NO. 894

DEPARTMENT LIBRARY

CODE	DESCRIPTION	PERSONNEL				REVENUES OR EXPENDITURES		ESTIMATED REVENUES OR APPROPRIATIONS				
		AUTH. LAST YEAR	D	M	C	1956-57		1956-57		1957-58		
								ORIGINAL	REVISED	DEPARTMENT	CITY MANAGER	CITY COUNCIL
600	Land					20,744		25,000	25,000	10,000	0	
700	Buildings							4,000	4,000	5,000	1,000	
900	Machinery and Equipment					2,117		1,810	2,217	1,000	200	597
	TOTAL CAPITAL OUTLAYS					22,861		30,810	31,217	16,000	1,200	1,200
	UNAPPROPRIATED BALANCE							1,300	795	0	2,629	2,629
	DEPARTMENT TOTAL					69,873		78,538	80,433	77,085	56,098	56,098
	REVENUES											
502	Taxes on Unsecured Personal Property							1,200	1,200	1,500	1,500	
504	Delinquent Taxes									300	300	
569	Shared County Taxes/Library							23,000	23,000	25,000	25,000	
577	Donations											
615	Library Fees							1,200	1,200	1,600	1,600	
	Prior Year Surplus										8,300	
	TOTAL REVENUES							25,400	25,400	28,400	36,700	36,700
	TO BE LEVIED											
501	Taxes on Real Property							53,138	53,138	48,685	19,398	19,398

*Includes $1,945 for ourtsanding obligations at beginning of year

March 5, 1958

Mr. Howard S. Stites,
City Manager
City Hall
78 Wellington St.
Daly City, Calif.

Dear Mr. Stites:

The Library Commission would greatly appreciate it if you would review with the Personnel Board of Daly City at your earliest convenience the salaries of the Library staff, particularly that of the City Librarian. You no doubt recall that a salary increase was promised Mr. Chandler at his interview.

Thanking you for your past efforts on behalf of the Library and in anticipation of forthcoming efforts,

Very sincerely yours,

Lionel Farber, Chairman

LF:as

OFFICE OF THE CITY MANAGER
DALY CITY
CITY HALL
SAN MATEO COUNTY
CALIFORNIA

H. I. STITES
CITY MANAGER

March 6, 1958

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

My dear Dr. Farber;

Thank you for your letter of March 5th concerning the Salary Schedule for the Library staff.

I have already pointed out to the Personnel Board the relationship of our Library Salaries to the balance of our Salary Schedule and the need for their revision. It would be helpful if you were able to sit in during a meeting of the Personnel Board when Salary Schedules are being considered; and I will be glad to advise you ahead of time when this meeting will be held.

When Mr. Chandler was employed, he was given every possible consideration under the present Salary Schedule. I can recall no further promises made to him, but I do recognize the need for further adjustment in this field.

You may be assured of my continued efforts in this direction.

Sincerely,

Howard

H. I. Stites
City Manager

HIS/jo

March 5, 1958

Mr. Richard H. Merritt
78 Fairview Avenue
Dalty City, California

Dear Mr. Merritt:

The Library Commission meets next on Wednesday, March 12. It would be greatly appreciated by the members if you would send them a copy of the excellent report you prepared on the question of the library site and the obstacles at present existing to its immediate acquisition by the city.

Thanking you very much for your efforts on behalf of the Daly City Library and its future development,

Very sincerely yours,

Lionel Farber,
Chairman

LF:as

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of March 12,1958

1. Discussion of non-resident borrowers fee ✓
2. Material discussed by the Steering Committee
    a. Type of Library needed in Daly City (branch, main office, large or small) ✓
    b. Site (would we be interested in another site?) ✓
    c. Co-ordination with school libraries and other agencies ✓
3. Discuss the proposed withdrawal from the county system. (A statement in the minutes announcing Daly City's intention to withdraw from the County Library System)
4. Change in hours and personnel at Westlake 10-6, 7-9 every day ✓
   ~~Sat~~ 9-5
5. Disposal of the duplicates gathered in the book drive. ✓
6. Discussion of the budget. ✓
7. Discussion of personnel and salaries. ✓
8. A.L.A. Membership. ✓
9. Meeting with Doelger Corp –
10. Making available new site in new tract for library ✓

cc: Library Commissioners

Mrs. Balopolos new librarian –

San Mateo
Librarian 730

26
2

31000

1.6
57000
31000
220000
186000

Farber

MINUTES OF THE LIBRARY COMMISSION MEETING
March 12,1958

The regular meeting of the Daly City Library Commission was held at the City Hall on March 12, 1958 at 8:10 P.M. Mr. Chandler was present as a guest.

After some discussion with Mr. Chandler, it was decided that a m more equable non-resident fee, on a per capita basis, would be $3.00 per year. This was recommended by Mr. Casentini and seconded by Mrs. Hanselman.

Mr. Chandler was directed to plan and write some tentative specifications for a new library in Westlake. This can be presented to the Steering Commission when the Library Committee of this group meet with him. Rev. Milam, Mr. Franco and Mrs. Berg will study the library problems. It has been suggested that a cooperative recreation center and library be set up between the City and schools with a total population of 80,000 in mind. This can be worked out monetarily and in all other ways. However, this must not become mainly a school library. More exploration on this subject is necessary. Mr. Chandler is in favor of full cooperation with the schools, keeping in mind that the City should be independent.

In answer to the Steering Committee's question: - Will the Commission accept another site? - the answer is yes if an alternate site is thought, by the Commission, to be equal or better.

The Commission went on record that the Daly City Public Library whould withdraw from the County Library system on June 30,1959 and contract with the County for any necessary services. This is mainly a change in administration with Daly City contracting and paying for each service needed.

Mrs. Mohr, Chairman of the San Francisco Library Commission, called Mrs. Hanselman asking her to give the following notes on the A.L.A. Conference:

1. All meetings will be held in the San Francisco Civic Auditorium and the new exhibit hall on July 13-19.
2. The Trustee headquarters will be at the Bellevue Hotel. Sunday, July 13, will be the trustee workshop for thewhole day with lunch and a Trustee banquet in the evening.
3. A tea or cocktail party is in the planning stage if all Bay Area Commissioners wish to contribute.
4. There will be a registration fee of $5.00.

Mrs. Mohr attended the Chicago Midwinter meeting and reported that 38 states were represented with 130 Trustees present. There will be a meeting of Trustees again in May and Mrs. Mohr is hoping all Daly City Commissioners will be able to assist on the several committees. Mrs. Mohr will call Mrs. Kendree or Mrs. Stites in reference to the Friends banquet.

Dr. Farber asked if the Library Commission should go on record for acquiring a site for library in the McKeon Tract.

New hours at the Westlake-Broadmoor Branch were outlined as

follows: 10:00 to 6:00, 7:00 to 9:00 Monday through Friday.
9:00 to 5:00 on Saturday.

Dr. Farber read a letter from Mr. Stites, inviting him to attend a meeting of the Personnel B oard when they study the Library salaries. Mr. Chandler was instructed to prepare a chart comparing Daly City Library salaries with those in other cities of comparable size.

Dr. Farber suggested that members of the Commission and the City Librarian meet with Mr. Doelger regarding the proposed library site.

Mrs. Woods suggested that the words equal and better in the 1st point above be defined

Meeting was adjourned at 10:30.

Respectfully submitted

Maude Hanselman
Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
March, 1958

NEW BORROWERS REGISTERED:

	March, 1957	March, 1958
Adult	144	101
Juvenile	78	89
Total	222	190

Of the above figures for March, 1958, the following were non-resident borrowers:

Adult	11	10
Juvenile	8	4
Total	19	14

REREGISTRATIONS:

Adult	20	21
Juvenile	8	24
Total	28	45

BOOK STOCK:

Books added, July -- Feb. 28, 1958	1,248
Books added, March 1 -- March 31, 1958	2
Total	1,250
Books discarded, July 1 -- March 31, 1958	407
Net gain	843
Book stock, June 30, 1957	14,931
Total book stock March 31, 1958	* 15,774

* Daly City books only

FINES:

Daily fines	$122.32
Lost books	6.95
Total	$129.27

CIRCULATION -- DALY CITY PUBLIC LIBRARY

	March, 1957		March, 1958	
Adult fiction (city)	1,488		1,745	
Adult fiction (county)	425		436	
Total adult fiction		1,913		2,181
Adult non-fiction (city)	1,261		1,562	
Adult non-fiction (county)	223		237	
Total adult N/F		1,484		1,799
McNaughton titles (county)	216		171	
Total adult circulation		3,613		4,151
Juvenile (city)	2,480		3,261	
Juvenile (county)	315		256	
Total juvenile circulation		2,795		3,517
Periodicals	458		612	
Pamphlets	23		22	
Pictures	471		400	
State and Interlibrary loans	32		22	
Total circulation		7,392		8,724

The total circulation of County books (1,122) represents 12.86% of the total circulation for the month of March, 1958.

	1957	1958
West/Edmoor Branch Circulation	5,909	6,990
Daly City Main	7,392	8,724
Grand total circulation	13,301	15,714

Days open 26

Reference questions 459

Report to Library Commission
March, 1958
Page 3

WESTLAKE - BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	March, 1957	March, 1958
Adult	98	89
Juvenile	55	71
Total	153	160

Of the above figures for March 1958, there were 13 adult non-resident borrowers and 18 juvenile non-resident borrowers.

REREGISTRATIONS:

	March, 1957	March, 1958
Adult	0	6
Juvenile	2	0
Total	2	6

CIRCULATION:

	March, 1957		March, 1958	
Adult fiction (city)	182		188	
Adult fiction (county)	1,432		1,532	
Total adult fiction		1,614		1,720
Adult non-fiction (city)	138		169	
Adult non-fiction (county)	709		805	
Total adult N/F		847		974
McNaughton titles (county)	243		287	
Total adult circulation		2,704		2,981
Juvenile (city)	1,885		2,426	
Juvenile (county)	915		1,076	
Total juvenile circulation		2,800		3,502
Periodicals	394		461	
Pamphlets	2		15	
State and Interlibrary loans	9		11	
		5,909		6,990
Hours open per week	35		57	

Total circulation of County books (4,207) represents 60.17% of the total circulation for the month of March

FINES:

Daily fines	$124.65
Lost books	none

Reference questions	65
Days open	26

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of April 16, 1958

✓ 1. Minutes of the March meeting.

2. Report on National Library Week.

3. Budget.

✓ 4. Mr. Doelger's new site proposal.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
April 16, 1958

MEMBERS PRESENT: Dr. Lionel Farber, Grace Woods, Maude Hanselman

MEMBERS ABSENT: Frank DeMartini, Dan Casentini

GUESTS: Samuel Chandler, Librarian

The regular meeting of the Daly City Library Commission was held at the City Hall on April 16, 1958 at 8:10 P. M.

The regular monthly library report and the book list were received from Mr. Chandler.

Mr. Chandler explained that in buying new books, he was purchasing books in the following manner:

1. one-third for children's books
2. one-third for adult books
3. this one third divided as follows:
    1. books for Westlake
    2. reference
    3. replacing young people's books

Books are ordered once a month and books needed in 1957 are being purchased. All best sellers, Compton's encyclopedia, and several hundred dollars' worth of needed science books have been added.

Mr. Chandler explained about the new site proposed by Doelger Corporation. After some discussion, it was decided to wait until Mr. Hupf has had a chance to investigate the situation with Mr. Doelger.

The examination given for Library Assistant I was taken by 40 applicants. The personal interview will be given by persons selected by the Personnel Board.

The proposed budget was studied item by item with Mr. Chandler. This must now be submitted to the City Manager and then to the City Council for approval.

Mr. Hupf will give us a legal decision on the possibility of purchasing the County books by public auction.

National Library Week proved satisfactory and Mr. Chandler was quite happy with the many displays in stores and libraries. Two columns appeared in the local paper.

The meeting adjourned at 10:45 P.M.

Respectfully submitted,

Maude Hanselman, Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
April, 1958

BOOK STOCK:

Books added, July -- March 31, 1958	1,250
Books added, April 1 -- April 30, 1958	120
Total	1,370
Books discarded, July 1 -- April 30,1958	408
Net gain	962
Book stock, June 30, 1957	14,931
Total book stock April 30, 1958	* 15,893

*Daly City books only

NEW BORROWERS REGISTERED:

	April, 1957	April, 1958
Adult - Resident	62	79
Adult - Non-Resident	8	3
Juvenile - Resident	73	127
Juvenile - Non-resident	3	6
Total registrations	146	215

REREGISTRATIONS:

Adult	7	8
Juvenile	3	17
Total reregistrations	10	25

FINES:

Daily fines	$118.85
Lost books	5.90
Total	$124.75

CIRCULATION -- DALY CITY PUBLIC LIBRARY

	April, 1957		April, 1958	
Adult fiction (city)	1,516		1,478	
Adult fiction (county)	429		332	
Total adult fiction		1,945		1,810
Adult non-fiction (city)	1,169		1,574	
Adult non-fiction (county)	241		293	
Total adult non fiction		1,410		1,867
McNaughton titles (county)	199		152	
Total adult circulation		3,554		3,829
Juvenile (city)	2,354		3,299	
Juvenile (county)	336		300	
Total juvenile circulation		2,690		3,599
Periodicals	567		595	
Pamphlets	12		57	
Pictures	552		546	
State and Interlibrary loans	13		33	
Total circulation		7,388		8,659

The total circulation of County books (1,110) represents 12.81% of the total circulation for the month of April, 1958.

COMBINED CIRCULATION:

Westlake-Broadmoor Branch	5,746	6,659
Daly City Main	7,388	8,659
Grand total circulation	13,134	15,318

Days open 26

Reference questions . . . 449

WESTLAKE-- BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	April, 1957	April, 1958
Adult - Resident	67	62
Adult - Non-resident	16	10
Juvenile - Resident	63	32
Juvenile - Non-resident	26	42
Total registrations	172	146

REREGISTRATIONS:

	April, 1957	April, 1958
Adult	0	2
Juvenile	0	3
Total reregistrations	0	5

CIRCULATION:

	April, 1957		April, 1958	
Adult fiction (city)	159		169	
Adult fiction (county)	1,307		1,584	
Total adult fiction		1,466		1,753
Adult non-fiction (city)	120		156	
Adult non-fiction (county)	708		885	
Total adult non-fiction		828		1,041
McNaughton titles (county)	255		222	
Total adult circulation		2,549		3,016
Juvenile (city)	1,852		2,283	
Juvenile (county)	979		948	
Total juvenile circulation		2,831		3,231
Periodicals	350		397	
Pamphlets	3		2	
State and interlibrary loans	13		13	
Total circulation		5,746		6,659

The total circulation of County books (4,051) represents 60.8% of the total circulation for the month of April, 1958.

FINES:

Daily fines	$129.17
Lost books	2.13
Total	$131.30

Reference questions	71
Days open	26

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of May 14,1958

1. Minutes of the April Meeting
2. New Business
    a. Review of library personnel
3. Reports:
    a. Recent purchases and anticipated purchases.
    b. Report on the progress of the proposed budget.
4. Old Business
    a. A. L.A. Convention

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
May 14, 1958

MEMBERS PRESENT:	Dr. L. Farber, Grace Woods, Maude Hanselman
MEMBERS ABSENT:	Frank de Martini, Dan Casentini
GUESTS:	Samuel Chandler, Librarian

The regular meeting of the Daly City Library Commission was held at the City Hall on April 16, 1958 at 8:15 P.M.

The regular monthly librarian's report, the book list and the budget report were received from Mr. Chandler and all were studied and discussed.

Mr. Chandler gave the Commission members an overall picture and review of the library personnel and positions. Mr. Chandler was directed to use his own judgment in this matter.

The Librarian explained about new lights to be installed over the stacks, also new shelving and some remodeling of the desk were anticipated purchases.

The proposed budget has been reviewed and accepted by the City Manager and is ready for presentation to the Council.

Mr. Chandler has asked the Public Works Engineering Dept. to draft a building that would be suitable for the odd-shaped lot that the Doelger Corporation has offered to sell the City.

Dr. Farber, Grace Woods, and Maude Hanselman have all been asked to act as recorders for the ALA Conference in July in San Francisco and all would like to attend the work shop on Sunday.

The Commission has had no report from Mr. Hupf regarding an auction of the County books.

The Commission asked Mr. Chandler to list the Daly City Public Library with the A.L.A. Bulletin as having 100% membership of trustees in A.L.A. for 1958.

The librarian of the Palo Alto Library has extended an invitation to the Commission to visit the new library in that City. The members of the Commission hope to do so some Saturday in June.

There being no further business, the meeting was adjourned.

Maude Hanselman, Secretary

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
May, 1958

BOOK STOCK:

Books added, July -- April 30, 1958	1,370
Books added, May 1 -- May 31, 1958	167
Total	1,537
Books discarded, July -- May 31, 1958	428
Net gain	1,109
Book stock, June 30, 1957	14,931
Total book stock May 31, 1958	16,040 *

*Daly City books only

NEW BORROWERS REGISTERED:

	May, 1957	May, 1958
Adult - Resident	51	82
Adult - Non resident	8	10
Juvenile - Resident	55	5
Juvenile - Non-resident	1	5
Total registrations	115	102

REREGISTRATIONS:

Adult	8	13
Juvenile	20	19
Total reregistrations	28	32

FINES:

Daily fines	$141.28
Lost books	3.95
Total fines and lost books	$145.23

CIRCULATION -- DALY CITY PUBLIC LIBRARY

	May, 1957		May, 1958	
Adult fiction (city)	1,143		1,457	
Adult fiction (county)	349		313	
Total adult fiction		1,792		1,770
Adult non-fiction (city)	1,181		1,475	
Adult non-fiction (county)	182		259	
Total adult non-fiction		1,363		1,734
McNaughton titles (county)	201		167	
Total adult circulation		3,356		3,671
Juvenile (city)	2,247		2,953	
Juvenile (county)	286		248	
Total juvenile circulation		2,533		3,201
Periodicals	500		615	
Pamphlets	27		10	
Pictures	463		625	
State and Interlibrary loans	20		16	
Total circulation		6,899		8,138

The total circulation of County books(1,003) represents 12.3% of the total circulation for the month of May, 1958.

Days open . . . . 26 Reference questions 444

COMBINED CIRCULATION:

Daly City Main	6,899	8,138
Westlake-Broadmoor Branch	5905	6,456
Grand total circulation	12,804	14,594

Daly City Public Library
6351 Mission Street
Daly City, Calif.

Juvenile Titles - Prebound Primers

AUTHOR	TITLE	PUBLISHER	PRICE
Anderson	Indian boy on the Columbia	University	$ 1.20
Anderson	Pioneer days in old Oregon	University	1.20
Betts	All in a day	American	1.25 - 2 copies
Betts	Ride away	American	1.30 - 2 copies
Burton	Days of fun	Bobbs	1.20 - 2 copies
Burton	Come and see	Bobbs	1.20
De Kelver	Good times at the farm	Lyons	1.10 - 2 copies
Gates	Animal parade	Macmillan	1.25 - 2 copies
Gates	Animals are fun	Macmillan	1.25 - 2 "
Gates	At the lake	Macmillan	1.25 - 2 "
Gates	Bruce and Barbara	Macmillan	1.25 - 2 "
Gates	The Christmas tree	Macmillan	1.20 - 2 "
Gates	The house in the woods	Macmillan	1.20 - 2 "
Gates	In came Pinky	Macmillan	1.25 - 2 "
Gates	Little Bear, Indian boy	Macmillan	1.25 - 2 "
Gates	Pueblo Indian stories	Macmillan	1.25 - 4 "
Gates	Three little elephants	Macmillan	1.20 - 2 "
Gates	Tip	Macmillan	1.25 - 2 "
Gates	Toby	Macmillan	1.20 - 2 "
Gates	Trails in the woods	Macmillan	1.25 - 2 "
Heffernan	Little road	Lyons	1.10 - 2 "
Hogan	Bigger and bigger	Heath	1.25 - 2 "
Hugley	Everybody wants a home	Rand	1.15 - 2 "
Lamoreaux	Dairy farm	Lyons	1.15 - 2 "
Lamoreaux	Good times in the city	Lyons	1.10 - 2 "
McKee	Tip	Houghton	1.20
Martin	A visit to the dairy	Lyons	1.10 - 2 "
Murcell	I like the city	Silver	2.15 - 2 "

AUTHOR	TITLE	PUBLISHER	PRICE
Murcell	I like the country	Silver	$ 2.15 - 2 copies
O'Donnell	Open the door	Row	1.20
O'Donnell	Rides and slides	Row	1.10
Parker	Fall is here	Row	1.15
Pratt	Fun for you	Sanborn	1.99 - 2 copies
Sanders	Good times in winter	Lyons	1.10 - 2 "
Schenk	Christmas time	Lyons	1.15
Sheldon	At home	Allyn	1.15
Smith	Tom's trip	Silver	1.20 - 2 copies
Ulery	At Don's farm	Lyons	1.10 - 2 "
Witty	Circus day in our town	Heath	1.10 - 2 "
Witty	Farm Animals	Heath	1.10 - 2 "
Witty	Tugboats	Heath	1.10 - 2 "
Witty	A visit with a cowboy	Heath	1.20 - 2 "
Wright	Little lost dog	Heath	1.10 - 2 "
Yeaton	Pablo of Mexico	Lyons	1.15 - 2 "

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of June 11, 1958

A. Minutes of last meeting.

B. New Business-

1. Discussion of the current proposal for building the library in Westlake. If this proposal is satisfactory, a letter urging its adoption will be sent to the City Council.
2. Discussion of matters pertaining to securing an architect.

C. Reports-

Librarians report on the progress of the 1958-59 budget.

D. Election of Officers

DALY CITY LIBRARY COMMISSION

AGENDA

Meeting of June 11, 1958

A. Minutes of last meeting.

B. New Business-

1. Discussion of the current proposal for building the library in Westlake. If this proposal is satisfactory, a letter urging its adoption will be sent to the City Council.
2. Discussion of matters pertaining to securing an architect. ✓

C. Reports-

Librarians report on the progress of the 1958-59 budget. ✓

Surplus - $3200 -

$173,600 cost of new library
2000
175,600 total c̄ books
$77,500 for building
98,100

58-59
59-60

1750~~00~~
53~~00~~
1
53) 1750 (33
159
160

Appleton & Wolford
Gordon Phillips
Joseph McCarthy
} architects

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
June 11, 1958

MEMBERS PRESENT: Dr. L. Farber, Grace Woods, Maude Hanselman

MEMBERS ABSENT: Frank de Martini, Dan Casentini

GUESTS: Samuel Chandler, Librarian, Mrs. Calhoun, President, Friends of the Library.

The regular meeting of the Daly City Library Commission was held at the City Hall on June 11, 1958 at 8:10 P. M.

Mr. Chandler presented the monthly librarian's report and the regular budget report was received.

The Librarian reported that the store adjoining the Westlake Library will be available for $1,500 per year. With the county furnishing stacks and some furniture from the Mission Street Library to be transferred to the new room, no additional expense for equipment can be budgeted. The Commission directed Mr. Chandler to contact Mr. Stites about renting the building and to present this to the Council separately from the request for the new building as submitted in the budget.

The Commission members sincerely hope that new space for the West-Lake Branch Will not hold up proceedings for a new library building in Westlake.

Mr. Chandler has submitted a price of $18 per square foot with a 7,500 square foot building at a total price of $175,600 in the budget. It has been suggested that $77,500 be apportioned for 1958-1959 and $98,100 for 1959-1960 fiscal years. This would come from capital outlay fund and would include the building, fixtures, books and furniture. Mr. Chandler was directed in a motion made by Maude Hanselman and seconded by Mrs. Woods and passed to present this in a letter to the Council.

The Commission agreed that an architect who has built libraries would be their choice. Three names were suggested:

Appleton & Wolford
Joseph McCarthy
Gordon Phillips

Mr. Chandler will call each one, show them the lot and give an outline of the project; then perhaps the Commission can meet with them individually.

Mrs. Gates is the new staff member and all present personnel positions are working out satisfactorily.

There was some discussion regarding the A.L.A. Conference in San Francisco in July and it was found that the amount in the budget for meetings was sufficient for all the Commission members to attend if they so desire.

The San Francisco Librarian, Mr. Clarke has suggested that the Commission visit some new San Francisco Libraries. As guide, Mr. Clarke could point out defects as well as improvements in the new buildings.

Mrs. Calhoun said that she had enjoyed the meeting and would like to come again.

The meeting was adjourned at 9:45 P. M.

Respectfully submitted,

Maude Hanselman, Secretary

DALY CITY, CALIFORNIA

DEPARTMENTAL BUDGET REPORT

34

DEPARTMENT LIBRARY

PERIOD 7-1-57 to 4-30-58

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
10	28,710.80	23,347.40	5,363.40*	21,877.40		1,470.00*
20	2,890.00	2,570.00	320.00*	1,771.20		798.80*
Salaries	31,600.80	25,917.40	5,683.40*	23,648.60	.00	2,268.80*
100	900.00	750.00	150.00*	743.10		6.90*
150	500.00	417.00	83.00*	319.53		97.47*
160	150.00	125.00	25.00*	158.32		33.32CR
200	1,420.00	1,183.00	237.00*	5.10		1,177.90*
210	50.00	41.00	9.00*	12.00		29.00*
220	1,500.00	1,250.00	250.00*	1,250.00		.00*
240	10,653.00	8,878.00	1,775.00*			8,878.00*
310	7,107.73	6,274.73	833.00*	3,932.83	2,495.40	153.50CR
315	400.00	333.00	67.00*	78.00		255.00*
370	750.88	633.88	117.00*	230.20	51.01	352.67*
400	100.00	83.00	17.00*	11.64	3.48	67.88*
500	500.00	417.00	83.00*			417.00*
510	300.00	250.00	50.00*	129.10	32.00	88.90*
Total Expenses	24,331.61	20,635.61	3,696.00*	6,869.82	2,581.89	11,183.90*
600	547.50	547.50	.00*		547.50	.00*
700	5,000.00	5,000.00	.00*			5,000.00*
900	788.77	788.77	.00*	851.47		62.70CR
Capital Outlay	6,336.27	6,336.27	.00*	851.47	547.50	4,937.30*
GRAND TOTALS:	62,268.68	52,889.28	9,379.40*	31,369.89	3,129.39	18,390.00*

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DALY CITY, CALIFORNIA

DEPARTMENTAL BUDGET REPORT

DEPARTMENT LIBRARY

PERIOD 7-1-57 to 5-31-58

ACCOUNT	APPROPRIATION	ALLOTMENT TO DATE	UNALLOTTED BALANCE OF APPROPRIATION	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED ALLOTMENT BALANCE
10	28,710.80	26,195.60	2,515.20 *	24,568.74		1,626.86 *
20	2,890.00	2,730.00	160.00 *	1,952.94		777.06 *
Salaries	31,600.80	28,925.60	2,675.20 *	26,521.68	.00	2,403.92 *
100	900.00	825.00	75.00 *	824.88		.12 *
150	500.00	458.00	42.00 *	361.78		96.22 *
160	150.00	137.00	13.00 *	158.32		21.32 CR
Buildings 200	1,420.00	1,302.00	118.00 *	5.10		1,296.90 *
Equipment 210	50.00	46.00	4.00 *	12.00		34.00 *
220	1,500.00	1,375.00	125.00 *	1,375.00		.00 *
240	10,653.00	9,765.00	888.00 *			9,765.00 *
Books 310	7,107.73	6,690.73	417.00 *	4,353.01	2,618.36	280.64 CR
315	400.00	367.00	33.00 *	78.00		289.00 *
office supplies 370	750.88	692.88	58.00 *	281.90	126.36	284.62 *
400	100.00	92.00	8.00 *	15.05	7.29	69.66 *
500	500.00	458.00	42.00 *			458.00 *
Dues & meetings 510	300.00	275.00	25.00 *	130.95	32.00	112.05 *
Total Expenses	24,331.61	22,483.61	1,848.00 *	7,595.99	2,784.01	12,103.61 *
600	547.50	547.50	.00 *		547.50	.00 *
700	5,000.00	5,000.00	.00 *			5,000.00 *
900	788.77	788.77	.00 *	851.47		62.70 CR
Capital Outlay	6,336.27	6,336.27	.00 *	851.47	547.50	4,937.30 *
GRAND TOTALS	62,268.68	57,745.48	4,523.20 *	34,969.14	3,331.51	19,444.83 *

DC 42

June 12, 1958

The Honorable City Council
City Hall
Daly City, California

Gentlemen:

On Wednesday, June 11, 1958, the Library Commission discussed the capital improvement budget recently submitted to the council. This budget provides for $77,500 in 1958/59 to start construction of the new library in Westlake and $98,600 to finish and furnish the new building, and $2,000 for books in 1959/60--a total of $178,100 or $18 per square foot for the entire building.

As a result of our discussion, we urge the City Council to adopt the measure immediately. Nothing, we feel is so urgently needed in Daly City as much as this new library building.

It will at once fill a long existent need for an information center in Daly City. It will become a focal point of the cultural and aesthetic life of the city. It will provide material that will equip persons to become wide awake and stimulated citizens; and, it will provide a place for pleasant use of leisure time thus promoting personal happiness and social well being for far more people, both adults and children, than can be served by our present inadequate facilities.

Sincerely yours,

LIONEL FARBER
President, Library Commission

REPORT TO LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY
June, 1958

BOOK STOCK:

Books added, July, '57 -- May 31, 1958	1,537
Books added, June 1 -- June 30, 1958	332
Total	1,869
Books discarded, July, '57 -- May 31, '58	428
Net gain	2,297
Book stock, June 30, 1957	14,931
Total book stock June 30, 1958	17,228*

*Daly City books only

NEW BORROWERS REGISTERED:

	June, 1957	June, 1958
Adult - Resident	58	47
Adult - Non resident	9	13
Juvenile - resident	43	46
Juvenile - non resident	1	10
Total registrations	111	116

REREGISTRATIONS:

	June, 1957	June, 1958
Adult	8	5
Juvenile	19	11
Total reregistrations	27	16

FINES:

Daily fines	$99.46
Lost books	------

14519 total borrowers
176750 - total circulations

CIRCULATION: DALY CITY PUBLIC LIBRARY

	June, 1957		June, 1958	
Adult fiction (city)	1,417		1,560	
Adult fiction (county)	338		281	
Total adult fiction		1,755		1,841
Adult non-fiction (city)	1,026		1,236	
Adult non-fiction (county)	142		225	
Total Adult non-fiction		1,168		1,461
McNaughton titles (county)	186		146	
Total Adult circulation		3,109		3,448
Juvenile (city)	2,030		2,872	
Juvenile (county)	254		250	
Total Juvenile circulation		2,284		3,122
Periodicals	433		479	
Pamphlets	37		5	
Pictures	206		225	
State and Interlibrary loans	16		13	
Total Circulation		6,085		7,292

The total circulation of County books (915) represents 12+% of the total circulation for the month of June, 1958.

Days open....................24

Reference questions......288

COMBINED CIRCULATION:

	June, 1957	June, 1958
Daly City Main	6,085	7,292
Westlake-Broadmoor Branch	6,166	6,555
Grand total circulation	12,251	13,847

WESTLAKE-BROADMOOR BRANCH LIBRARY

NEW BORROWERS REGISTERED:

	June, 1957	June, 1958
Adult - Resident	51	34
Adult - Non-resident	14	11
Juvenile - Resident	82	25
Juvenile - Non-resident	24	6
Total registrations	171	76

REREGISTRATIONS:

	June, 1957	June, 1958
Adult	3	4
Juvenile	3	-
Total reregistrations	6	4

CIRCULATION:

	June, 1957		June, 1958	
Adult fiction (city)	177		220	
Adult fiction (county)	1,307		1,526	
Total adult fiction		1,484		1,746
Adult non-fiction (city)	109		171	
Adult non-fiction (county)	629		794	
Total adult non-fiction		738		965
McNaughton titles (county)	229		201	
Total adult circulation		2,451		2,912
Juvenile (city)	2,315		2,199	
Juvenile (county)	1,054		982	
Total juvenile circulation		3,369		3,181
Periodicals	337		447	
Pamphlets	4		12	
State and Interlibrary loans	5		3	
Total circulation		6,166		6,555

The total circulation of County books (3,506) represents 53.4% of the total circulation for the month of June, 1958.

FINES:

Daily fines..................	$106.88
Lost books city.............	5.60
Total	$112.48

Days open....................24 Reference questions.........42

CITY OF DALY CITY
REGULAR MEETING - CITY COUNCIL - MONDAY, JUNE 23, 1958 - 8:00 PM

AGENDA

ROLL CALL:

MINUTES:

COMMUNICATIONS:

1. Memo and attached letter regarding traffic survey from Director of Public Works.

2. Letter from M.D. Ambulance Corporation, re: payment request complaints.

3. Letter from M.D. Ambulance Corporation, re: Request for City Subsistance.

4. Letter from Personnel Board, re: Vacations.

5. Letter from Personnel Board, re: Duty Statements for positions of Secretary I and Deputy City Clerk.

6. Letter from Henry Doelger, Inc., re: Opening of South Mayfair Avenue across the Ocean Shore Right-of-Way.

7. Letter from Zita Corporation, re: Estimated cost of Water Transmission on Edgemar Road.

8. Letter from City Manager, re: Public Utilities Commission Hearing.

9. ✓ Letter from Library Commission, re: New Westlake Library.

10. Letter from Planning Commission, re: Olcese Parcel, St. Francis Heights.

11. Memo from Director of Public Works, re: Weed Abatement Bids.

12. Letter from San Mateo County Department of Public Health and Welfare, re: Report for May, 1958.

13. Application from Julian D. Cohn, Attorney for Applicant - Hilltop Cab Company for taxicab permit.

14. Memo from Director of Public Works and attached Grant Deed from Henry Doelger Builder, Inc., re: Reservoir Site - #5 - Resolution attached.

15. Letter from Mr. Sanford Vickers, re: Request to speak before City Council on the matter of Rapid Transit.

16. Letter from Westlake Subdivisions Improvement Association, re: Granting of Building Permits.

CITY OF DALY CITY
REGULAR MEETING - CITY COUNCIL - MONDAY - JUNE 23, 1958 - 8:00 PM

AGENDA

COMMUNICATIONS: (Continued)

17. Letter from Mr. Keith L. Hurst, re: Retention of City Manager.

18. Copy of letter from Kirkbride, Wilson, Harzfeld & Wallace to North San Mateo County Sanitation District, re: Joint Exercise of Powers Contract.

19. Letter from Mr. Russell J. Cooney of Merced, re: Al G. Kelly and Miller Brothers Circus.

20. Memo from Director of Public Works, re: Storm Drains at Vista Grande School.

HEARING:

30. Abandonment of Easement on Del Monte Way.

RESOLUTIONS:

40. Commendation for Thomas A. Tromberg.

41. Cancellation of Warrant #91022.

ORDINANCE:

50. No. 471 - Second Reading - Olcese Annexation.

51. No. 472 - Second Reading - 1958 Building Code.

NEW BUSINESS:

60. Salary Schedule.

CLAIM:

70. Mrs. John McQuaid, re: Damage to tire of car.

MOTION:

ADJOURN:

LIBRARY COMMISSION

MEETING

July, 1958

I. Unfinished business.

- a. Budget
- b. The Westlake-Broadmoor enlargement.
- c. A. L. A. meeting plans.

II. New business.

The childrens reading program.

III. Librarians report.

- a. Circulation, registration statistics
- b. Periodicals, book stock, plans for replacing the county books.

1526 new books during 1957-58

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall
July 9, 1958

MEMBERS PRESENT: Dr. L. Farber and Maude Hanselman

MEMBERS ABSENT: Frank deMartini, Dan Casentini, Grace Woods

GUESTS: Samuel Chandler, Librarian and Mrs. Calhoun, President Friends of the Library

A study session of the Daly City Library Commission was held on July 9, 1958 at 8:15 P. M.

Mr. Chandler presented the monthly reports and the agenda to those present.

The circulation shows a good healthy figure. Mr. Chandler would like to arrange the 125 magazine subscriptions so that the renewals would come due at the same time each year for 3 years. When ordering new books for the collection, the Standard Catalog, notable books, and 101 Best Books Homerto Hemingway, also classics in series will be balanced out and as many purchased as the budget allows.

McNaughton will sell their used booksfor 80% off. After July 1 when the library has withdrawn from the county, it may still be advisable to rent books from the County.

The children's reading program this summer with Smokey Bear as the theme, is progressing satisfactorily. The children are asked to read ten books and then report to Miss Kraus or Miss Jackson. A certificate is granted to each child when the program is completed.

The budget (with $7,500 for books) has been approved. During the past year 1,526 books were purchased.

The new area at Westlake will be ready by July 15, 1958 and Mr. Chandler suggested that the Friends of the Library act as guides and present bookmarks to those who attend on official opening day, Friday, July 18 from 1:00 P. M. to 5:00 P. M. The county will supply new books for Westlake as soon as the shelves are installed. However, the Daly City staff must make the records and select the books.

Dr. Farber drafted a letter to the Council thanking them for the purchase of the Westlake Library site and urging them to start negotiations for a future library location in the McKeon Tract in southern Daly City.

There being no further discussion, the meeting adjourned at 9:40 P. M.

Respectfully submitted: ______________________
Maude Hanselman, Secty.

July 11, 1958

Gentlemen:

The Library Commission wishes to express its thanks and appreciation to the City Council and its staff for the successful completion of the negotiations leading to the acquisition of the Southgate site for the Westlake branch of the Daly City Public Library. The Commission hopes that the Council will continue its interest in library affairs and will expedite the completion of the building ready for library service in as short a time as possible.

In view of the past difficulties encountered in acquiring a satisfactory site for the Westlake branch library, and in view of the present difficulties encountered in the acquisition of suitable sites for recreation purposes in the newer parts of Westlake, the Commission once again (as it did in a letter written several years ago) strongly recommends to the Council that it start immediate negotiations with McKeon, Inc. with respect to obtaining a suitable site in St. Francis Heights, preferably in a projected shopping center, for future library development in this forthcoming center of expansion of Daly City's population. In this manner, when a further increase in Library service will have become necessary for the people in the newer southern parts of Daly City, a satisfactory site for a library building will already be available and plans for erection of the structure could then be started without any compromises and needless wasting of time.

Very sincerely yours,

Lionel Farber,
Chairman

LF:as

July 11, 1958

Honorable City Councilmen
Daly City, California

Gentlemen:

The Library Commission wishes to express its thanks and appreciation to the City Council and its staff for the successful completion of the negotiations leading to the acquisition of the Southgate site for the Westlake branch of the Daly City Public Library. The Commission hopes that the Council will continue its interest in library affairs and will expedite the completion of the building ready for library service in as short a time as possible.

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Very sincerely yours,

Lionel Farber,
Chairman

LF:as

cc:Daly City Library

MARCH 22, 1911

OFFICE OF THE CITY CLERK
DALY CITY
CITY HALL
SAN MATEO COUNTY
CALIFORNIA

EVELYN MOSMAN
CITY CLERK

July 17, 1958

Dr. Lionel Farber
159 Wilshire Avenue
Daly City, California

Dear Dr. Farber,

It is with pleasure that I advise you of your reappointment to the Library Commission for a three year term. The new term to expire on June 30, 1961.

On behalf of the Council, may I express sincere appreciation for the fine work that you have done on this Commission and for the personal sacrifices that you have made for the service to your community.

At your convenience, will you kindly come in to our office and complete the necessary papers connected with your appointment.

Very truly yours,

Evelyn Mosman

Evelyn Mosman
City Clerk

EM/ao

AGREEMENT

This agreement made this ______ day of ________________, 19___ by and between HENRY DOELGER BUILDER INCORPORATED, a California Corporation, (hereinafter called Doelger), and the CITY OF DALY CITY, a Municipal Corporation, (hereinafter called City);

WHEREAS, the City desires to purchase a site for Library purposes from Doelger; and

WHEREAS, Doelger desires to sell same to City for a cash consideration and consideration for the exchange of real property to Doelger,

NOW, THEREFORE, BE IT AGREED:

1. That the City does hereby purchase and Doelger does hereby sell that certain real property situate in the City of Daly City, County of San Mateo, State of California, more particularly described as follows:

(A.)
Beginning for reference, at the centerline intersection of Southgate Avenue and Windsor Drive as said streets are delineated and described upon the map entitled "WESTLAKE UNIT NO. 4, DALY CITY, CALIFORNIA", which map was recorded in the office of the Recorder of the County of San Mateo, State of California, on August 25, 1950 in Book 32 of Maps at pages 8, 9, and 10; thence South 89 degrees 46' East, 27.45 feet and South 0 degrees 14' West, 35.00 feet to the southerly line of said Southgate Avenue and the TRUE POINT OF BEGINNING of this description; thence easterly on said southerly line on the arc of a curve to the right from a tangent bearing South 89 degrees 46' East, with a radius of 1500 feet and subtending a central angle of 5 degrees 24' 49", an arc length of 141.73 feet; thence radially to aforesaid curve South 5 degrees 38' 49" West, 93.73 feet; thence North 89 degrees 46' West, 85.73 feet to the northeasterly line of the lands now or formerly of the Ocean Shore Railroad; thence on said northeasterly line North 57 degrees 03' West, 96.82 feet; thence North 0 degrees 14' East, 47.68 feet to the southerly line of Southgate Avenue; thence South 89 degrees 46' East, 34.51 feet to the TRUE POINT OF BEGINNING.

(B.)
Beginning for reference at a point on the Southwest line of Block 31 as said Block is delineated and described upon the map entitled "WESTLAKE UNIT NO. 4, DALY CITY, CALIFORNIA", which map was recorded in the office of the Recorder of the County of San Mateo, State of California, on August 25, 1950 in Book 32 of Maps at pages 8, 9 and 10, distant thereon North 57 degrees 03' West, 403.47 feet from the Southwest corner of said Block to the TRUE POINT OF BEGINNING; thence North 89 degrees 46' West, 81.46 feet; thence North 0 degrees 14' East 52.32 feet; thence South 57 degrees 03' East, 96.82 feet to the TRUE POINT OF BEGINNING.

2. For and as consideration for the purchase of said property, the City will pay to Doelger the sum of TWENTY THOUSAND DOLLARS ($20,000.00) and in addition thereto quit claim all its rights, title and interest in and to and/or proceed with the vacation of that certain real property situate in the City of Daly City, County of San Mateo, State of California, described as follows:

> Beginning for reference at a point on the Southwest line of Block 31 as said Block is delineated and described upon the map entitled "WESTLAKE UNIT NO. 4, DALY CITY, CALIFORNIA", which map was recorded in the office of the Recorder of the County of San Mateo, State of California, on August 25, 1950 in Book 32 of Maps at pages 8, 9 and 10; Distant thereon North 57 degrees 03' West, 521.69 feet from the Southwest corner of said Block to the TRUE POINT OF BEGINNING; thence on the arc of a curve to the right 51.41 feet, said curve being tangent to last said course with a radius of 20.00 feet and subtending a central angle of 147 degrees 17'; thence tangent to last said curve North 89 degrees 46' West, 68.14 feet; thence South 57 degrees 03' East, 68.14 feet to the TRUE POINT OF BEGINNING.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year and month first above written.

HENRY DOELGER BUILDER INCORPORATED

BY:______________________________

____

CITY OF DALY CITY

BY:______________________________
Mayor

____
City Clerk

Recommended and Approved:

DALY CITY LIBRARY COMMISSION

BY:______________________________

CITY OF DALY CITY INTER-OFFICE MEMORANDUM

TO Library Board

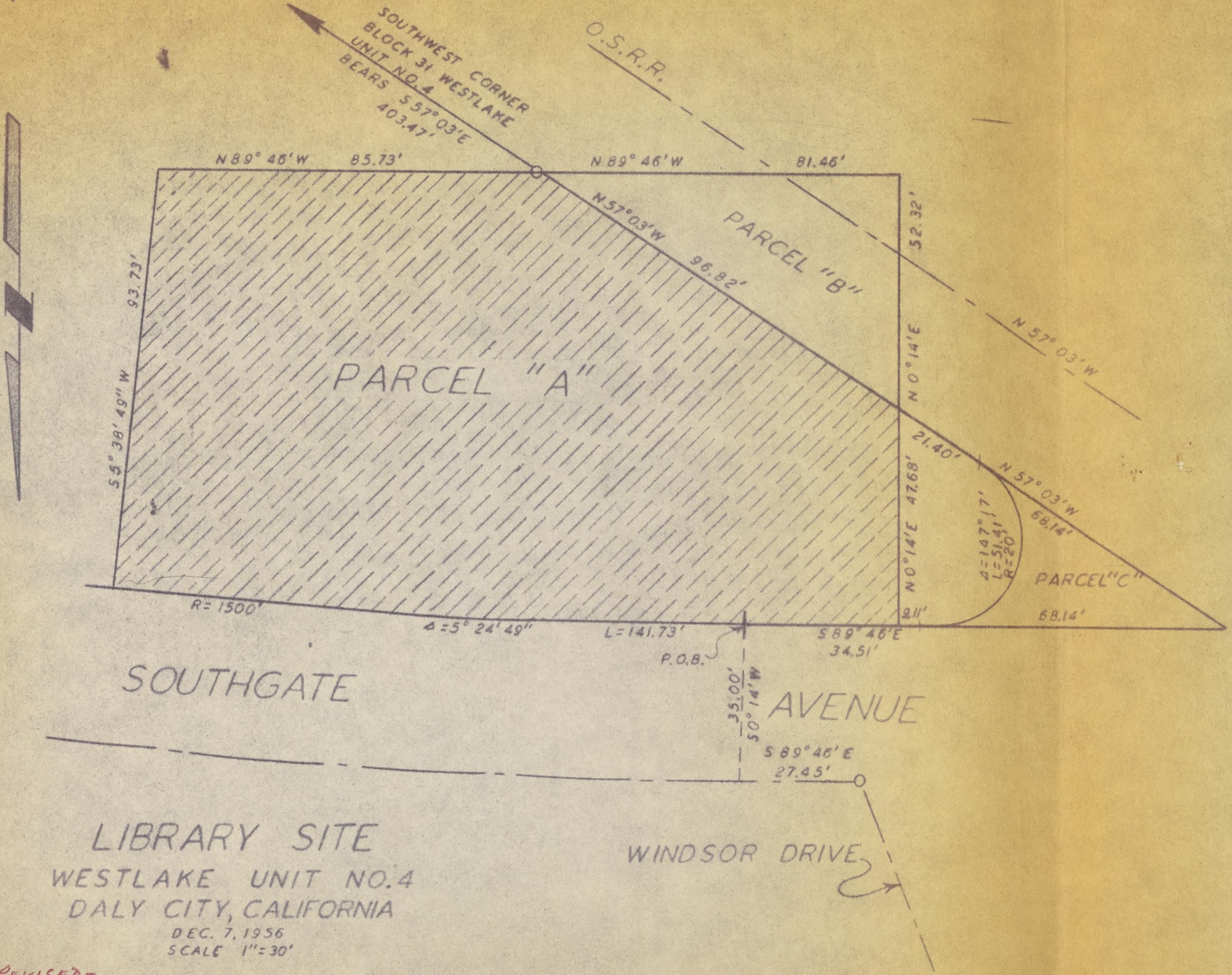
DATE December 7, 1956

FROM Engineering Department

SUBJECT

Attached is the revised letter-size sketch of the new library site in Westlake.

C. F. Weiler lh.
C. F. Weiler
Director of Public Works

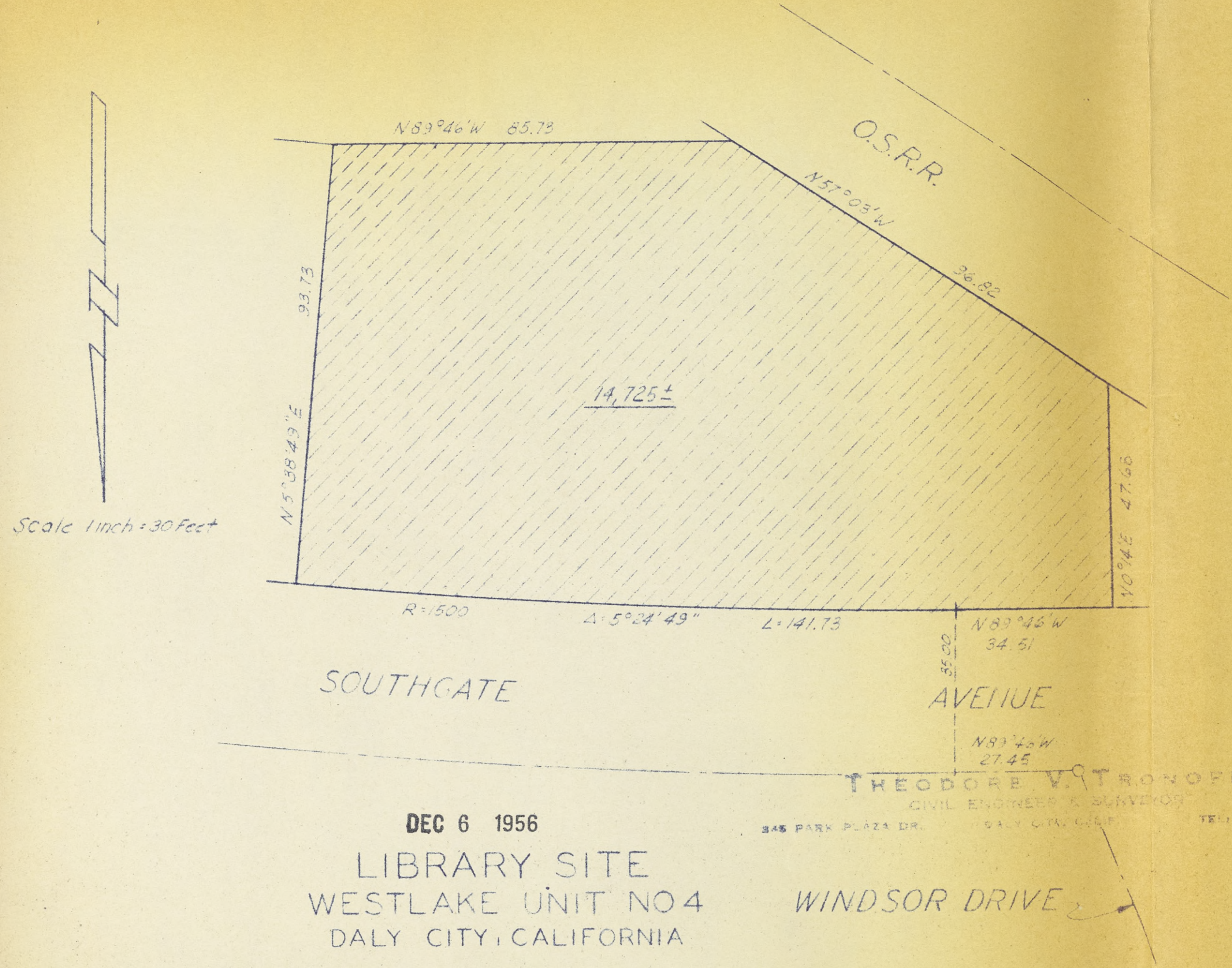

SOUTHWEST CORNER
BLOCK 31 WESTLAKE
UNIT NO.4
BEARS S 57°03'E
403.47'
O.S.R.R.
N 89° 46' W
85.73'
N 89° 46' W
81.46'
52.32'
N 57°03' W
96.82'
PARCEL "B"
N 57° 03' W
93.73'
S 5° 38' 49" W
PARCEL "A"
N 0° 14' E
21.40'
N 57° 03' W
68.14'
N 0° 14' E 47.68'
Δ=147°17'
L=51.41'
R=20'
PARCEL "C"
2.11'
68.14'
R=1500'
Δ=5° 24' 49"
L=141.73'
S 89° 46' E
34.51'
P.O.B.
SOUTHGATE
AVENUE
35.00'
S 0° 14' W
S 89° 46' E
27.45'
WINDSOR DRIVE

LIBRARY SITE

WESTLAKE UNIT NO. 4
DALY CITY, CALIFORNIA

DEC. 7, 1956
SCALE 1"=30'

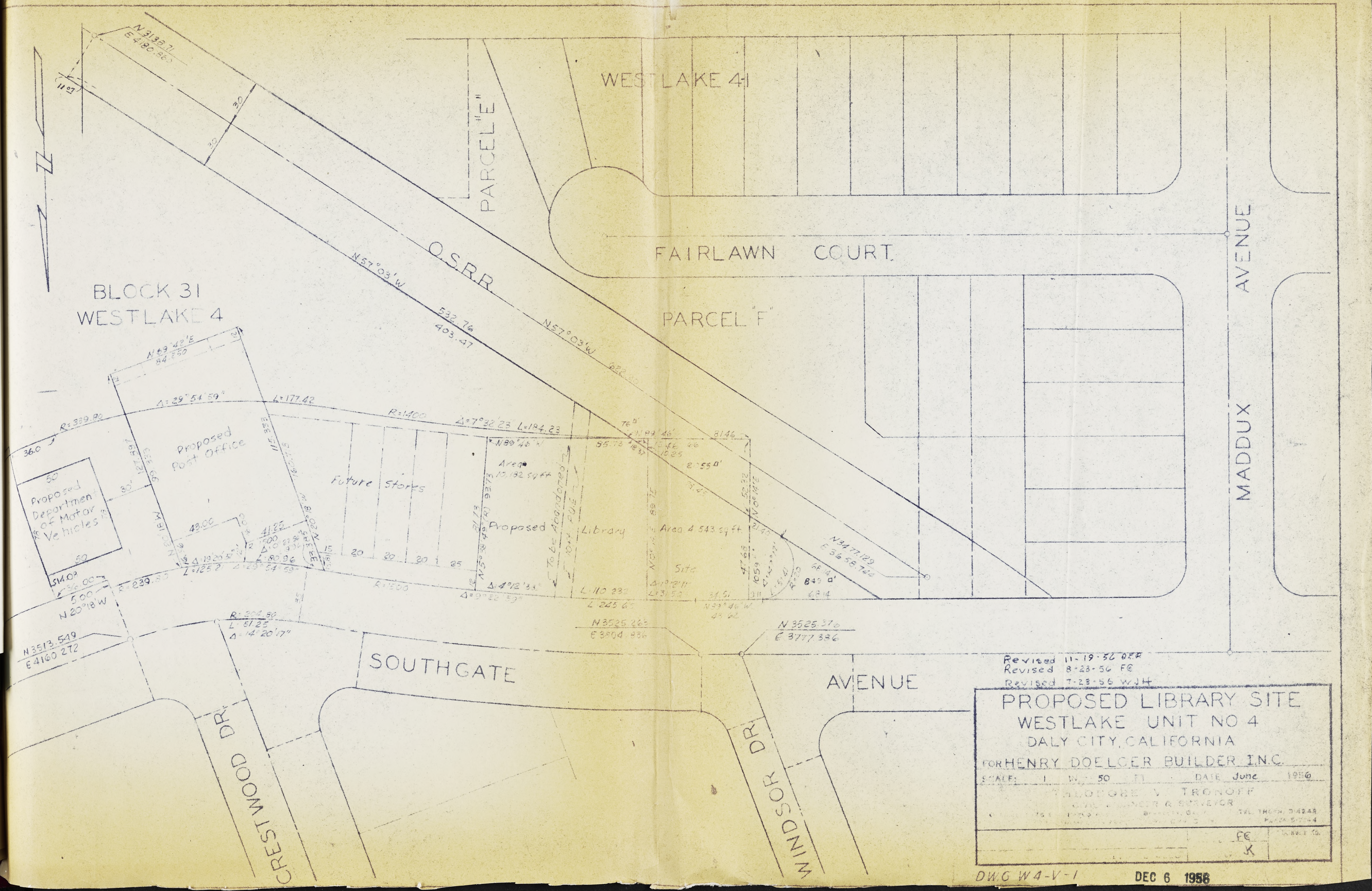
-REVISED-


N 89°46'W 85.73
O.S.R.R.
N 57°03'W
36.82
93.73
N 5°38'49"E
14,725±
47.66
N 0°14'E
R=1500
Δ=5°24'49"
L=141.73
N 89°46'W
34.51
35.00
SOUTHGATE
AVENUE
N 89°46'W
27.45
WINDSOR DRIVE
Scale 1 inch = 30 Feet

THEODORE V. TRONOFF
CIVIL ENGINEER & SURVEYOR
345 PARK PLAZA DR. DALY CITY, CALIF. TEL: PL 5-7144

DEC 6 1956

LIBRARY SITE
WESTLAKE UNIT NO 4
DALY CITY, CALIFORNIA


WESTLAKE 41
PARCEL "E"
FAIRLAWN COURT
O.S.R.R.
PARCEL "F"
MADDUX AVENUE
BLOCK 31
WESTLAKE 4
N 57°03' W
532.76
403.47
N 57°03' W
Proposed Post Office
Proposed Department of Motor Vehicles
Future Stores
Proposed Library Site
To be Abandoned
Area 15,182 sq ft
Area 4,543 sq ft
R=1400
Δ=7°32'23" L=184.23
Δ=29°54'59"
L=177.42
R=339.80
N 20°18' W
N 3513.549
E 4160.272
N 3525.265
E 3804.836
N 3525.376
E 3777.336
N 3477.129
E 3658.744
N 3183.71
E 4180.865
SOUTHGATE
AVENUE
CRESTWOOD DR.
WINDSOR DR.

Revised 11-19-56 ORR
Revised 8-23-56 FE
Revised 7-23-56 WJH

PROPOSED LIBRARY SITE
WESTLAKE UNIT NO 4
DALY CITY, CALIFORNIA
FOR HENRY DOELGER BUILDER I.N.C.

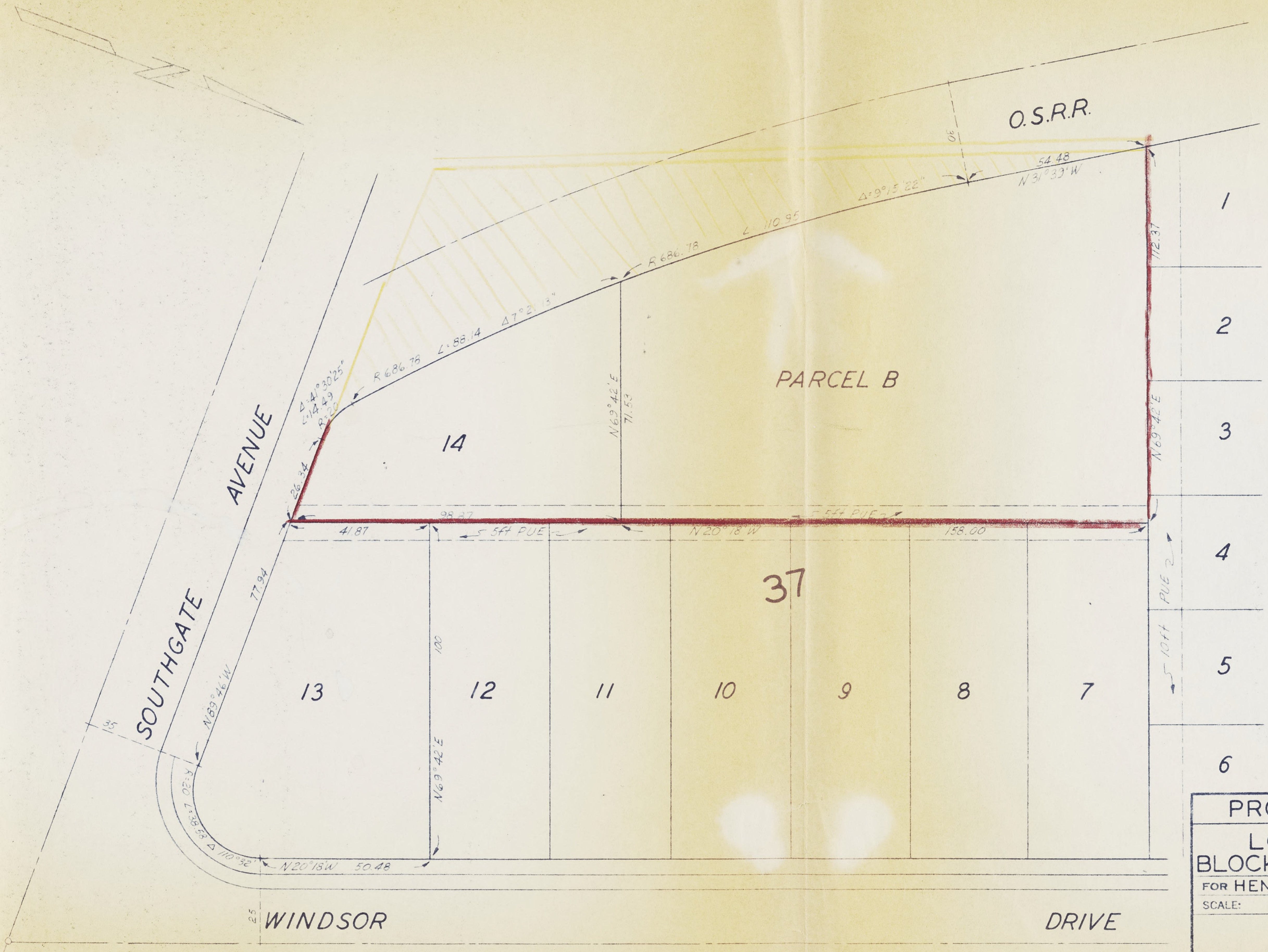
SCALE: 1 IN. = 50 FT. DATE June 1956

THEODORE V. TRONOFF
CIVIL ENGINEER & SURVEYOR

FE
K

DWG W4-V-1

DEC 6 1956


O.S.R.R.
30
54.48
N31°33'W
Δ=9°15'22"
L 110.95
R 686.78
Δ7°2'13"
L=88.14
R 686.78
Δ=41°30'25"
L=14.49
R=20
26.34
PARCEL B
14
N69°42'E
71.53
112.37
N69°42'E
98.87
41.87
5ft PUE
5ft PUE
N20°18'W
158.00
37
1
2
3
4
5
6
PUE
10ft
SOUTHGATE
AVENUE
77.94
N89°46'W
35
R=20 L=38.58 Δ 110°32'
N20°18'W 50.48
100
N69°42'E
13
12
11
10
9
8
7
25
WINDSOR
DRIVE

MAR 19 1958

PROPOSED LIBRARY SITE

LOTS 13, 14, PARCEL B
BLOCK 37, WESTLAKE UNIT NO. 4
FOR HENRY DOELGER BUILDER INC.
SCALE: 1 IN.= 30 FT. DATE DEC 1956

THEODORE V. TRONOFF
CIVIL ENGINEER & SURVEYOR
345 PARK PLAZA DR. DALY CITY, CALIF. TEL: PL 5-7144

DESIGN BY
CHECKED BY
DRAWN BY FC
APPROVED BY
REGISTERED CIVIL ENGINEER NO. 4650

SURVEY NO.	DRAWING NO.	REVISION
W-4	A-10	0

A
Reader's Digest
REPRINT

SUPERMARKET OF KNOWLEDGE AND DREAMS

By using modern selling techniques, the East Orange Public Library has become the liveliest place in town

By Don Murray

THE LIVELIEST SPOT in East Orange, N. J., is a place you'd least suspect—the public library. There are no SILENCE signs; the walls are flame color and mint green, and every evening a loudspeaker pipes music over the brightly lit stacks. Street-like crowds, in overalls and gray flannel suits, in blue jeans and football sweaters, browse—and borrow books. In the last five years television has saturated East Orange, yet the library has doubled its circulation.

This is not a local phenomenon. All over the country progressive, streamlined libraries are attracting an increasing number of people. The secret is simple: good merchandising. And the East Orange library is among the country's most enterprising and successful in this respect. Its merchandiser is Byron C. Hopkins, a sandy-haired, energetic professional librarian with 28 years of top-flight experience.

Hopkins believes that a library should be a supermarket of information, ideas and dreams; like a supermarket it should have a large parking lot out back and glass walls facing the street so that everyone can see inside and feel welcome. This is no untried personal theory. Studies have shown that many people are afraid to go into the formidable-looking stone libraries built in the past. As a result these are gradually being replaced now, in small towns as well as cities, by shining, open structures of glass and steel which are enticing new readers. Cincinnati's recently opened library, for instance, has pushed up circulation to a solid million. Hopkins has plans for a modern glass-walled library in

East Orange, too. But when he took over in 1950 funds were limited.

Actually, the East Orange library, though drab, hadn't been a bad one; only a few years before it had been chosen as one of the country's best medium-sized libraries. But by 1950 it was ripe for a face lifting and, with their librarian retiring, the trustees looked for someone with fresh ideas and the vigor to put them to work. They consulted Hopkins, who was then a faculty member at the Columbia University Library School and in charge of placements. The more the trustees talked to Hopkins about candidates the more they were convinced they wanted the placement director himself. Being eager to test some of the unconventional library methods he had been teaching, Hopkins quickly agreed to take the job.

With the trustees firmly, if sometimes wonderingly, behind him, he immediately set out to change things. Bright lights and bright colors replaced dull ones; an FM radio and a phonograph were installed; the stacks were rearranged, in supermarket style, to make certain those who came in could see and sample every possible book. He encouraged youngsters to visit the adult section, and oldsters to go into the Youth Room. He even broke open the old locked shelf and placed books on marriage and sex where they were as available as modern novels. In five years he hasn't had a single complaint.

To save money for more new books Hopkins stopped cataloguing expendable Westerns, light romances and mysteries—saving $1.25 per volume. Arguing that a merchandiser must have a good product, he fought for an increased book budget and this year will spend $45,000, three times more than in 1950.

With his library bright and inviting, Hopkins set out to prove that the library is an educational institution for the whole community. His community is a challenging one. A suburb of both New York City and industrialized New Jersey, East Orange has a population of 82,000, comprising a highly varied mixture of interests and attitudes. It has a much older than average population; residential hotels are filled with the retired, the widowed, the lonely.

Hopkins started programs with typical unconventionality. While most librarians cursed newspaper promotion contests, his information section posted a sign: "Helping puzzle-solvers is our business." People who hadn't been in a library for years came in for puzzle answers, were shown around—and left with books under their arms.

To reach the elderly, Hopkins not only provided comfortable chairs in a sunny corner of the library, he sent deposit collections to four of the city's residential hotels.

The response was overwhelming—one old man danced a jig on a hotel porch as the library's station wagon drove up. After the success of this service, Hopkins got together with the city recreation department and the Congregational minister, and together they worked out plans for semi-monthly meetings of the senior citizens in the clubroom of the Congregational church. The library supplies books for the discussions, book reports and travelogues that take place at these get-togethers, and tea is served every time.

The work of Byron C. Hopkins at the East Orange Public Library is a fine example of imagination, alertness and the use of modern techniques to let people know what excitement lies in books and how ideas can be applied to daily life. We are glad to see the new trend in libraries celebrated in this Reader's Digest article. Vigorous citizen interest and support can make every library "the liveliest place in town."

David H. Clift
Executive Secretary
American Library Association

Invalids who can't come to the library find the library coming to them. Mrs. Marjorie A. Allen, who has had years of special library experience, visits shut-ins to find out what books they would like to read, and they then get a regular station-wagon delivery. One shut-in learned to support herself by reading books on crocheting; another woman "followed" her son through college as he majored in anthropology by reading every book he read. Now he is in the far Pacific, and she is traveling with him, through books.

Hopkins set up small circulating libraries in 11 churches and one synagogue. At police headquarters there is a special collection of books on crime and human relations. There are also window-sill branch libraries in 225 public, private and parochial classrooms, and every year more than 33,000 youngsters visit the library itself in informal class groups and are shown how to use it.

When Hopkins learned that East Orange was becoming a major insurance center, with offices of 25 companies located there, a special alcove was packed with hundreds of rate cards, books and pamphlets on everything from statistical analysis to door-to-door selling.

Each December the library has a special sales display. With the cooperation of delighted publishers and equally pleased local bookstores, he put on a circus display of children's books one year. Another year pocket books were sold, and last Christmas the theme was: "How to build an information center in the home." Cookbooks, dictionaries, home-repair books and encyclopedias went on sale. Browsers who didn't order ended up with enticing lists of recommended reading; and most of those who attended wandered through the open stacks and borrowed books.

All of Hopkins' new-fashioned merchandising methods have that solid, old-fashioned aim: to make more books available to more people. For he passionately believes that it is through curiosity—encouraged and answered—that a democracy grows strong. The Youth Room for teen-agers is a fine example of this dedication. The room is casual and friendly, its modern furniture upholstered in bright-colored plastic. The books are arranged under such provocative classifications as "They Did Things," "The World Around Us," "This I Believe." Any day you can see dozens of youngsters—in that wonderfully eager, mixed-up age—browsing there, enjoying themselves and learning. The bright boy soaring ahead of his classmates, the lad fascinated with jet planes, the couples in the agony of puppy love, all get special, kind, knowledgeable consideration—and books which make their lives richer and wiser.

When boys and girls asked to take home pictures just like the art reproductions adults borrow, Hopkins started a program to loan prints to children. By listening to youngsters' comments, the librarians found that many children's magazines were scorned, but that adult magazines such as *The Reader's Digest, The Saturday Evening Post, Life, National Geographic* and *Flying* were in great demand. Those magazines went right into the children's rooms. There is statistical proof of what this intelligent listening to children means: East Orange circulates 16 times as many children's books as a neighboring city with a comparable juvenile population. And the East Orange library has not suffered a penny's loss from the vandalism which plagues many libraries.

Hopkins, who keeps the main library open until 9:30 at night so commuters can borrow books after their late dinners, encourages each of his branch libraries to adapt similarly to the needs of its neighborhood. Near the Elmwood branch both parents often work, and there the librarian makes a special effort to spot the children who are alone after school so she can keep them interested in the library and out of mischief on the street corners. The Ampere branch, in an industrial area, is organized to handle a flood of workers who come in at noontime to get books to help them win promotions or to solve problems.

At another branch in an area where many commuters were strangers, the local chapter of Friends of the Library held an open house. Included in the program were a talk by a well-known author for the grownups, a dance for teenagers and a story hour for tots. A whopping 1200 attended, with the result that the library soon became a community headquarters for such activities as a teen-age canteen, adult classes, Scout meetings and baby clinics. People got to know each other, and have become neighbors.

More important, they came back to the library to borrow books, to read, to learn. And that, as Hopkins knows, is a library's first mission.

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RESOLUTION

there should be formed within the city of Daly City, a Friends of the Library

RESOLVED, That it is the sense of this meeting that ~~a LIBRARY LEAGUE~~

Group

to foster closer relations between the Daly City Library and the citizens of Daly City and environs; to promote knowledge of the functions, resources, services and needs of the library; to ~~lead~~ participate in the development of a program for the extension and improvement of the Library services and resources; and to aid in the provision of adequate housing and other facilities for the Library, should now be formed ~~in this city~~.

Public Library Cooperation And *The Joint Exercise of Power Law*

BY PETER T. CONMY

In RECENT years there has been much discussion of larger units of library service. It has been felt by many that if library jurisdictions could pool their resources and combine their efforts a more efficient operation would result. Consolidation of political jurisdictions is not accomplished easily. Local pride frequently is the principal factor intervening between mediocrity and greater efficiency. One way by which California libraries may co-operate without losing their own autonomy is by resorting to the provisions of the Joint Exercise of Powers Law.

This law was enacted originally by the legislature in 1921 and was the first general legislation on the subject in California.[1] Prior to this there had been some special provisions in the laws that permitted political jurisdictions to exercise powers jointly. Among these were the several library laws, County Library Law, Municipal Libraries Act, and District Library Law, which enabled the respective library systems to serve one another or other areas by contract. Prior to 1921 unless specifically authorized (as in the library laws) it was not regarded as legally possible for political bodies to act jointly.[2]

JOINT EXERCISE OF POWERS ACT, 1921.

The principal Provisions of the Joint Exercise of Powers Act of 1921 were the following.

(1) That two or more public agencies, by agreement, authorized by their legislative bodies, might exercise jointly any powers common to them.

(2) That public agency, in the contemplation of the act, meant any department or agency of the state, a county of the state, or any other subdivision of the state such as a city or district.

(3) That the purpose of the agreement or power to be exercised shall be stated in the written contract.

(4) That the agreement may be for a specified term, or indefinitely until rescinded.

(5) That in the event of a termination of the agreement, all property and funds shall be distributed among the contracting parties pro rated on the basis of their respective contributions to the joint enterprise.

In 1941 the term public agency was expanded to include the "Federal Government or any department or agency thereof," and in 1949 was broadened further by permitting joint exercise of powers with agencies of another state.[3] In 1949, the Joint Exercise of Powers Act which since 1921 had been part of the *General Laws of California,* was repealed as such, and re-enacted as part of the *Government Code.*[4] At that time new sections providing that one of the contracting parties might administer the project on behalf of the others or the contracting parties might create a new and separate agency to do so were added. It also provided for the extraterritorial continuance of privileges and immunities which the agents of a contracting party had enjoyed within the old jurisdiction, while working in the new jointly operated jurisdiction.

INTERPRETATIONS OF THE ACT

The number of cases in which the courts have been called upon to interpret the Joint Exercise of Powers Act in the thirty-three years that it has been on the statutes have been few indeed. When the increasing number of agreements are considered it is a compliment to the explicit terms in which the law has been worded. The first legal test came in 1923 when the Supreme Court of California decided the case of

ED. NOTE: Dr. Conmy, Librarian of the Oakland Public Library has given us herewith the results of his thorough study of California's Joint Exercise of Power Law. This law will be of increasing importance to all California Librarians as regionalization and various cooperative and consolidation projects are undertaken.

the City and County of San Francisco and the County of Alameda v Boyle.[5] Pursuant to the provisions of the law the City and County of San Francisco and the County of Alameda had made a contract concerning a tubercular sanitarium. The County of Alameda was to build in Arroyo Canyon, near Livermore, a sanitarium for which construction the City and County of San Francisco would pay partial cost, and when completed would pay a pro rata of the operation. The test came when San Francisco was billed for $5,000 architects' fees. The proper authorities passed the bill for payment but, on the advice of his counsel, the City and County Auditor refused to honor the contract and did not issue his warrant upon the Treasurer. Mandamus proceedings were instituted to compel him to do so. It was his contention that a special state law already covered the matter of tuberculosis hospitals. It appears that in 1915 counties and cities were authorized to arrange for care for patients by contract with the State Health Department. Auditor Boyle's position was that the Joint Exercise of Powers Act did not apply to situations already covered. This was based upon the old legal maxim that the mention or inclusion of the one works to the exclusion of the other. The Supreme Court did not accept this theory and held that the existence of a law which permitted agencies to arrange for tubercular patients' care through the State Health Department, did not preclude them from building and operating jointly a tubercular hospital.

Almost twenty years later the second test case came. This is the decision of the Supreme Court of California in City of Oakland v Williams, handed down in May 1940.[6] The matter of pollution of the waters of San Francisco Bay by sewage from the east bay cities, Oakland, Berkeley, Piedmont, Alameda, Albany, Emeryville, and Richmond was a serious one, and the state had requested the municipalities to do something about it. Preliminary investigation by a citizen's committee indicated that an exhaustive survey was necessary. It was agreed by the several cities that this should be made by the health and engineering departments of Berkeley, and that each city would pay its pro rata share of the costs. A contract was drawn up and signed by the several parties. The Charter of the City of Oakland, however, required the City Auditor to sign and certify all contracts, and because he believed the participation of Oakland in this one to be illegal, Auditor Harry G. Williams refused to certify it. In order to bring about compliance the city started mandamus proceedings. Mr. Williams' position was that the Joint Exercise of Powers Act could not be invoked if the city could perform the project separately. As the city of Oakland could itself make a sewage disposal survey, he held the contract to be void. He pointed out also that the Charter provided for two types of joint exercise of powers, one with respect to water supply and the other library service, and suggested that the framers of the Charter having included these two, that operated against any others. A third contention was that the Joint Exercise of Powers Act actually extended the Charter.[7] The Supreme Court did not accept any of these arguments. Said the court:

> *A statute thus authorizing the joint exercise of powers separately possessed by municipalities cannot be said to enlarge upon the charter provisions of said municipalities. It grants no new powers but merely sets up a new procedure for the exercise of existing powers.*
>
> *Where the charter is silent a city may exercise powers conferred upon it by general law provided such general powers are not inconsistent with those granted by the charter.*

Elements of Joint Exercise of Power

The legal nature of joint exercise of power under California law is contractual. No contract can be made unless the parties possess capacity. In addition, to the general elements of legal capacity there are required to exercise joint powers two special factors. These are (1) the power to perform the function separately and (2) the consent of the legislative body of the jurisdiction. If either of these are missing there is no capacity to enter into the contract. If a jurisdiction has the right to operate a public library it may contract with any other jurisdiction having that authority, provided there is legislative sanction. This may need to be specifically voted or it may exist already in the organic law. For example when in 1952 a reciprocal agreement was made between San Leandro Public Library and Oakland Public Library, it was necessary for the City Council of San Leandro to authorize the Board of Trustees of San Leandro Public Library to enter into such a contract. It was not necessary for the City Council of Oakland to take similar action for the reason that the *Charter* itself authorizes the Board of Library Directors to enter into contracts with other libraries for library service.[9]

SPECIAL STANDARDS OF THE CONTRACT

A contract is an agreement between two or more parties based upon a valuable consideration. There are many ways of making contracts. They may be written or oral, long or short, simple or complex. They are usually valid if they comprise the essential elements of (1) capacity of the parties, (2) agreement and (3) consideration. It is conceivable, however, that a perfectly drawn contract might be completely void for purposes of the joint exercise of powers act. The Charters of incorporated cities usually provide special features for contracts to which the municipality is a party. For example the Charter of the City of Oakland requires the approval of the City Attorney as to form and legality, and the certificates of the City Auditor. If either of these are absent the contract is void and the city cannot be held. In other words when a joint exercise of powers agreement is drawn up the special requirements governing contracts by each of the parties must have been adhered to, or the contract will not be valid as to the one the requirements of which have been violated.[10]

HISTORICAL BACKGROUND OF JOINT EXERCISE OF POWER

In earlier decades the political jurisdictions were formal in their dealings with each other and cooperation between them was rare. It was of questionable legality if they could exercise any powers at all outside of their territorial boundaries. There were attempts at political co-operation but usually they were challenged and contested. In 1852 the City of San Francisco, then of very small area, and the County of San Francisco, which then included most of present San Mateo County, attempted to build a city hall in which both the city and the county had a half interest. The contract was challenged in a legal test.[11] The Supreme Court of California held that as a city had the right to build a city hall, and the county had the right to erect public buildings, there was no reason why they could not own one jointly. It was determined specifically, however, that these political subdivisions might not hold as joint tenants (because there could be no survivorship) but they could as tenants in common. The Consolidation Act of 1856 which provided a city and county government for San Francisco was in principle a form of joint exercise of powers. The idea had spread in legal circles so that in 1897 there appeared an article on the subject in Law Reports Annotated.[12]

FROM SPECIFIC TO GENERAL PRESENT STATUS

The history of joint exercise of powers in the United States indicates an evolution based on attempt, legal challenge, particular legislation and finally general legislation. When attempts were made by neighboring units to perform a function of government jointly there was usually a challenge in the courts. Irrespective of whether this was resolved in favor of the project or against it, usually legislation which would permit it was enacted. This type of legislation generally was particular, that is it authorized joint exercise of powers in special fields such as education or public health. Later this was followed by general legislation as the California statute of 1921. This trend from the specific to the general has been followed by a further extension from the general to the universal, as in California's later enactments which permit joint exercise of powers with agencies of the Federal government and of other states.

LIBRARY POSSIBILITIES

A number of reciprocal agreements are now in effect between certain California

(Joint Exercise of Power . . . page 191)

If Not Now, When?

BY RIVA T. BRESLER

As IF THERE weren't enough clichés about us, every once in a while the newspapers come up with that chestnut about some devoted member who after 30 years of faithful service to the library is due to retire. "What do you plan to do now?" asks Inquiring Reporter, and the plan of action, whether bursting with activity or passively *dolce far niente,* invariably concludes with the apologetic smirk, "And, of course, I'm going to catch up on my reading."

That retiring librarian has been with us fully as long as the persistent nonagenarian who attributes his longevity to the puritanical avoidance of—or the passionate pursuit of—wine, women and song, with no appreciation whatsoever of the Providence that has let him enjoy his many years. And perhaps it's not wholly his fault that he sounds a bit fatuous. *Some* people have no gardens to cultivate; even with the relatively plush pension plans of these days, travel is too often an expensive dream; and devotion to a round of Good Works, admirable though it may be, scarcely sounds exciting on paper.

But after all, what have we been doing in the meantime? No one is going to set a record by reading everything written from Solomon's day (when, from what he said, the authors were doing all right) to this; but must we wait for the span between 65 and whatever the life expectancy is these days to try to catch the ones we want—and fill the time by making lists to be dutifully checked on Retirement Day.

But what happens to us when we try to do some reading in the spare hours between acquainting others with the books they're going to read right now? There was that fictional librarian, held up as a horrible example recently, a dull sort of a highbrow who spent her time reading Proust on the Staten Island ferry. Frankly, does anyone know exactly what is the interesting thing to do on the Staten Island ferry? Knit Argyle socks, whether or no there is someone to wear them? Go into a song-and-dance as the movies depict, to brighten the lives of the hapless fellow-passengers? If a person's going to read, she's going to read, and why make her lean out the window trying to decipher that tablet that says "Give me your tired, your poor . . ." It's too far away to be seen clearly anyway. Granted that this character was dull, uninteresting, and intellectually snobbish—so she would be whether she read *USA Confidential, The Sex Life of the Unmarried Adult,* or *Forty Ways to Improve Your Figure,* and more power to her for catching up on Proust when she had the time.

The *when she had the time* is always the rub, of course, for somehow we always seem put upon. In the old days, it was too much clerical work; now, every time we turn around, we're counting arm movements for some survey. Then there are those community contacts, and the book reviews we're asked to make, and the things we have to talk about with patrons —but there's still the streetcar and the book for the bedside and one for the solitary snack. Psychologists tell us we condition ourselves to study habits by getting down to the same subject at the same time and place every day. What fun it is, then, for our tidy little minds to adjust themselves to Marquand at mealtime and Boswell in the bedroom.

For, let's face it—in spite of television, canasta, bowling, and personality development, reading still ranks as a pleasure for most of us. But can we admit it? Comes the day a Civil Service examining board throws out the question "What are your hobbies?" We cudgel our memories to recall how we used to take piano lessons or long walks rather than say right out, "My hobby is reading." How we envy our colleague who spends his spare moments finding out oddities about Our National Pastime that even the Cooperstown Hall of Fame doesn't know, the one who's always paged in his own library when some patron demands a batting average. "I guess," says he sheepishly, "my hobby is baseball." Baseball? Even his ten-year-old son won't ask him to pitch for his team on the vacant lot. Like the rest of us, after all, he's only reading about something he likes.

Perhaps it isn't the fault of examining boards, but if they don't know it already, they had better find out what they're doing to us. Every once in a while they do pop out with a reading query, the one that turns out to be "What are some of the books that you've found interesting in the past six months?" Now, that's a fair question, but unfortunately it usually hits the applicant in just the opposite way from the one the tax assessor asks about how much money he has in his pocketbook. The latter hits him just after he has cashed his paycheck and before he pays his bills so that he presents such a picture of affluence as to convince the tax office that the old rag rugs he possesses actually are antique Persian carpets. In the reading class, it's paucity that affects one. Such a question is sure to rob you of the memory of every literary experience except the book you read last night to your nephew, and come, come, you can't quite say, "Well, I had a thoroughly enjoyable experience reading Peter Rabbit."

Well, why not. What if it's one of the things you're secretly ashamed of missing —and classic though it is, it postdates the childhood of many of our contemporaries. Can't we take it as it comes, instead of waiting till the age of senility because it is number 30 on the list of things I am waiting to enjoy?

For perversely one of the joys of catching-up is the never quite catching, the leaping from delight to delight as each book that we've wanted to read leads us to something we never expected to enjoy, the nearest thing, as we can see it, to the quest of the Holy Grail. As we remember, once Gawain or Percival set out, full of holy purpose, there was always something —a damsel in distress or a surly ogre guarding a bridge—so to divert him that he found himself mixed up in three or four other adventures. It would even take a couple of other knights setting out from Camelot to rescue him, and you can guess what would happen to them. All terribly exciting, of course, and excellent practice in knighthood, and meanwhile there was still that unattainable Grail to remind one that half the fun in living is in never reaching the end.

So all innocently, Peter Rabbit leads us to read more about Beatrix Potter watching the animals of rock and wood amid the mountains and mists and rushing waters of the Lake Country; and perhaps from there we watch the Silent Traveller transforming the whole into an Oriental landscape; or before we know it, we see again the name of Grasmere and Dove Cottage and are turning back to Wordsworth to see how he remembered that magical landscape "apparelled in celestial light."

One other thing—after all the fun we have reading only because we want to, suddenly the whole world seems to teem with references that apply only to *us,* and our newfound pleasure takes its place in a whole pattern of knowledge. The most useless thing we ourselves ever learned was the Czechoslovakian word for *ghost;* and lo and behold! the very day after it came into our ken came the one and only heaven-sent opportunity to work it into a conversation. And so it goes. This year, it seems the reader is due to sit in a corner trying to think of a way to interrupt a discussion of Freudian psychology with "Yes, that's just what I was reading in Fenimore Cooper the other day." Next year, sure as fate, the publishers will be discovering the *Leatherstocking Tales,* and he'll be the life of the party at every literary gathering.

And maybe in time we can readjust the clichés. Like Sir Christopher Wren, who undoubtedly lived to his nineties because he had so many cathedrals to finish, perhaps some day an antique librarian, interviewed about his great age, will be saying, "Tush, young man, a century just slipped by while I was busy catching up on my reading."

The library tyro could not determine whether the reformers were "raiding the library to find some reading matter" or "reading the library to find some raiding matter." —*University of Washington "Library Information"*

PUBLIC RELATIONS—Weapon Against Indifference

BY AMY L. BOYNTON

PUBLIC APATHY and indifference face every librarian attempting to broaden and increase library service. Our chief weapon is a strong state-wide public relations program. To properly use it, however, we must first understand this potent weapon.

Public relations live on a two way street. Too often a public relations program is confused with publicity. Public relations implies a mutual understanding between groups which, in the case of libraries, would mean that librarians have a responsibility to make their facilities, their policies, their aspirations, and their needs known to the people served. On the other hand they have a responsibility to endeavor to learn the needs, the interests, and the capabilities of the people of the area and to adjust their procedures in accordance with these.

Unlike business which advertises to influence people, libraries largely depend on materials and services to make their own appeal, thus they reach the people who come within their sphere of influence, the library building, but too often fail to reach those outside this circle.

Today there are many aids for promotion and for publicizing the library which, if used, will bring more people into the building. But this is not enough.

The job of the California Library Association Public Relations Committee should be to build up in public opinion the awareness of the importance of library services to *all* people.

To do this we should work with many other California Library Association committees so that people may know what standards we have set up for ourselves, and whether we are making any progress toward achieving those standards or not. Citizens should know why we are interested in legislation to further our abilities to give complete service. The public should know that "intellectual freedom" is not just a high sounding phrase, an ideal, but that many libraries have established policies for book buying so that they can more nearly answer all the needs of the inquiring mind. There should be more widespread awareness of the educational processes represented on a library staff, building up confidence in the librarian's ability to be of service as well as presenting the profession as a desirable field for the young person choosing his life work.

Information about development and extent of new services in the audio-visual field, if carried over into the public consciousness might build up a demand for and support of such programs in areas where such services have not yet been established. A better understanding of library problems created by rapidly growing population is desirable.

In order to know what people are wanting from libraries we can learn much by full cooperation with organizations which have established library promotion as a part of their public service programs. Many service clubs and lodges have such a plan and at present the General Federation of Women's Clubs has a two year program promoting a "Know-your-library" month.

A public relations committee made up of amateurs in the field is a definite handicap in accomplishing such things as we have been talking about. The ideal way would be to hire a public relations expert who would give state-wide service and

(**Public Relations** . . . page 193)

ED. NOTE: Amy Boynton, Librarian of the Lodi Public Library is chairman of this year's CLA Public Relations Committee which is developing an extensive program to help create public awareness of library problems in the state. Miss Boynton is particularly interested in ideas for cooperative public relations projects. Let her hear from you . . . Now!

JOINT EXERCISE OF POWER . . .

(from page 159)

public libraries. In the main these provide for library service to the residents of the contracting communities without reference to boundary. For long the library laws of this state have permitted contractual relationships between library systems.[13] This is a tribute to the wisdom of early legislators and to State Librarian James L. Gillis whose influence in his time was very great. The reciprocal agreements now in effect are based in part on the provisions of the state library laws, the provisions of city charters, and the joint exercise of powers act. In any event they affect only circulation for the most part. As the public library movement extends itself in California and as the competition for public funds becomes more intensified it may be necessary for the library to retrench intrinsically while extending extrinsically. One means by which a greater internal efficiency may be obtained is by regional purchasing, regional cataloging and regional storage. One method by which this may be obtained is by recourse to the provisions of the joint exercise of powers act.

FOOTNOTES

(1) *Statutes* 1921, p. 542

(2) For a general treatment of the extent to which California political subdivisions are exercising powers jointly, see John C. Bollens, "The growth of Governmental Co-operation," *California State Library News Notes* 48:2 (April 1953)

(3) *Statutes* 1941, Chap. 665

(4) *Government Code.* Secs. 6500-6547

(5) 191 *Cal.* 172 (1923)

(6) 15 *Cal.* 2d 542

(7) *Charter of Oakland.* Sec. 54g provides that the "Board of Library Directors shall have power — to contract with the legislative bodies of neighboring municipalities, or the Board of Supervisors of Alameda County; for lending the books of the library to residents of said county or neighboring municipalities; upon a reasonable compensation to be paid by said county or neighboring municipality."

(8) 15 *Cal.* 2d 542, 549

(9) See footnote 7 above. Consent or authorization found in a charter is legislative.

(10) This has been upheld in a long line of decisions in California and elsewhere. The mode of contracting, as prescribed by municipal charter, is measure of municipality's power to contract, and a contract made in disregard thereof is

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unenforcible (Los Angeles Dredging Co. v City of Long Beach, 210 *Cal.* 348, 291 *P.* 839; Milligan v City of Alhambra, 110 *Cal.* App. 523, 294 *P.* 404; Kelly and Sons v City of Los Angeles 6 *Cal.* App. 2d 539, 45 *P.* 2d 223; City of Pasadena v Estrin, 212 *Cal.* 231).

(11) De Witt v San Francisco, 2 *Cal.* 289 (1852)

(12) 35 *L.R.A.* 737

(13) Board of Supervisors may contract with city for county library service, *Education Code* 22112; Board of Trustees of city library may contract with Board of Supervisors, or library trustee of neighboring city, *Education Code* 22262; Board of Trustees of library district may contract with boards of supervisors, or library trustees of cities or districts, *Education Code* 22673; Boards of Trustees of unincorporated towns have similar powers of contracting, *Education Code* 22353; likewise Trustees of Union High School District Libraries, *Education Code* 22932. Boards of School Trustees and city Boards of Education may make contracts with cities or counties for library service to the schools, *Education Code,* 19125, 19127. In addition to these specific authorizations of joint action, the several library governments also may engage in agreements under the Joint Exercise of Powers Act.

A 'middle-size' patron at La Pintoresca was most persistent that a picture of the 'authentic' costume of the Angles Gabriel be produced! —*Pasadena "Grapevine"*

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PUBLIC RELATIONS . . . (from page 162)

present a united front on the state level which would reach into the farthest corners of the state, not just the communities where there is an active and adequate service, but going into those areas where library service is lacking or substandard and building up the desire for good library service in every part of the state.

Dropping from the ideal to the practical, your Public Relations Committee plans to produce as much material as possible that will have state-wide effect.

Number one project is completion of a small leaflet on library services so general in nature that it can be used in any type of library and inexpensive enough to flood the state, but at the same time effective enough to influence people who have not been consistent library users to come into the fold. This has been in the thinking of the committee for two years past and it is the hope of this year's committee that it can be accomplished.

Information supplied by other California Library Association committees will be disseminated as widely as possible. Requests for services of the committee, as well as suggestions, will be welcomed.

Dr. Dallas A. Tueller listed as one of the three constant and pressing problems facing public libraries and librarians today "the paralyzing factor of public apathy and indifference to public library problems." Our aim is to lessen that apathy and change indifference to interest by reaching out into group consciousness and trying to build up an activated response to library functions and needs.

PUBLICITY TIPS—The *Racine* (Wis.) *Public Library's* list of "Historical Sites in Wisconsin" is a publicity idea that can easily be adapted by libraries in California. The list gives visiting hours and admission fees for each site. . . . The *Lincoln Library* (Springfield, Ill.) compiled a book list "Know Your State Through Books." The list includes such headings as "Our State's Beginnings," "Illinois Rivers," "Historic Houses," "As They Remember," and others.

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Fresno, California

GET THE FACTS . . . (from page 165)

Are authority and responsibility delegated downward, or are they concentrated in one or a few staff members? If the library has a classification and pay plan, this should be scrutinized very carefully. Is it adhered to? Is it consistent with present conditions, both in the library and in the community? Are the salaries comparable to those of similar libraries in similar communities, or to those of workers with similar preparation, such as teachers? How do the salaries of library employees compare with salaries of employees of the county or municipal school system, or of other governmental departments?

Your survey might well make an unpretentious and simple job analysis of the staff of the library, with the purpose of determining whether or not professionals are doing professional work and clericals clerical work, or if not, why, and whether or not there is needless duplication of work, and whether or not any rearrangement of duties or routines is necessary or feasible.

Regardless of the present condition of the staff, provision for the future excellence of the staff must depend on personnel selection and recruitment procedures, orientation instruction, and in-service training practices. Special attention should be given to qualifications necessary for entrance to the staff: education, experience, and personality factors.

It should be kept uppermost in mind, especially after a self-survey has been completed, that self-evaluation is a tool for action, not merely a basis for self-praise or for self-condemnation. And any evaluation, once made, is never final. Evaluation should be a continuing process within the framework of a scientific management program: get the facts, *THEN ACT.*

At Felipe Branch a child bringing a book to the Recordak wanted to know what the machine "did." Mrs. Collins told her it took a picture. Quoth the child, "Does the card smile?"

—*L.A.P.L. "Broadcaster"*

Signs of spring: Do you have the Robin's Rules of Order?

—*Pasadena "Grapevine"*

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WESTLAKE, DALY CITY, CALIF., WEDNESDAY, JUNE 27, 1956

DROVES OF CHILDREN have descended on the "County Free Library" on Park Plaza drive since the beginning of school vacation. While the 139 youngsters who registered for the "Book Friends" club almost emptied the shelves of books, demands on the county were being made by the Friends of the Library club. The three changes requested are that the branch be known as the "Broadmoor-Westlake Branch Library," that the county specify a minimum number of books they will supply and that a Daly City librarian be placed in charge. Children shown here are Cheryl, 10, and Donna, 12, Rafter of 854 Southgate avenue.

TIMES photo

lake Times

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Over 35,000 persons see and read the
Westlake Times every week.
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ESTLAKE, DALY CITY, CALIF., WEDNESDAY, FEBRUARY 15, 1956 Phone PLaza 5-8543 VOLUME 3, NUMBER 3

Temporary Library To Open In Westlake; Form 'Friends' Group

A temporary branch library will open in Westlake in about 60 days, it was revealed Monday night at the initial meeting of "Friends of the Library" group, held at the Robert Woods home, 181 Wilshire avenue.

City Manager Howard Stites told the 28 persons assembled that the branch, which will be located at 34 Park Plaza drive, has been rented from Henry Doelger for $125 a month, and will be taken over by the city March 1.

It will be available to Broadmoor residents, as well as persons from Daly City.

The library will be stocked with 2000 children's books which were purchased with funds from the Westlake PTA carnival last year. In addition, the city and county will supply adult volumes.

The library will be staffed by regular personnel from the Daly City library.

Monday's meeting was devoted to explaining purposes of the "Friends of the Library" organization. In a resolution adopted, the group gave as its aims, "to foster closer relations between the Daly City library and citizens of Daly City and environs; to promote knowledge of the functions, resources and services and needs of the library; to participate in the development of a program for the extension and improvement of the library services and resources; and to aid in the provision of adequate housing and other facilities for the library."

Stites, along with Librarian Patricia Clark and members of the Daly City library commission, and J. Henry Mohr, president of the San Francisco library board, took part in the meeting.

Membership in the group was set at $1. The following temporary officers were elected: Mrs. Robert Woods, president; Mrs. U. R. Kendree, first vice president; Mrs. Howard Stites, treasurer; Mrs. LeRoy Larsen, secretary; Hartley Appleton, John Eiler, I. W. Silberstein, bylaws committee.

Dues may be forwarded to Mrs. Stites, 178 Crestwood drive.

Others in attendance Monday included: Mrs. John Eiler, U. R. Kendree, Mrs. Sol Lieberman, Mrs. Sanford Marcus, Mrs. S. V. Wilson, Francis Gates, Dr. and Mrs. Lionel Farber, Mrs. Horace Smigelsky, Mrs. Paul Elliott, Mrs. David Cutler, Mrs. Jane Keith, Wayne Carr, Robert Woods, Mrs. J. Henry Mohr.

Four Coastsiders Will

FRIENDS OF LIBRARY BOASTS LARGEST ROLL CALL IN STATE

Daly City—Broadmoor "Friends of the Library" boasts the largest membership of any Friends group in the state, it was revealed at a recent meeting of the board. Since its founding in February, the organization has gained 190 members.

Other business at the meeting included setting aside a sum of money for the summer reading program. Persons interested in assisting this program are asked to call Mrs. R. D. Guymon at PLaza 5-0947.

---

stores in 38 states and 142 cities. Last year's sales topped 87 million.

PROGRAM

ELEVENTH GOLDEN GATE DISTRICT MEETING

CALIFORNIA LIBRARY ASSOCIATION

BERMUDA PALMS, SAN RAFAEL May 26, 1956

9 - 9:45 A.M. Registration
Coffee and doughnuts courtesy of the San Francisco News Company

10 - 12 Morning Session

Presiding, Mrs. Dorothy M. Thomas, President Golden Gate District

CLA in 1956 Miss Thelma Reid, CLA President

From the State Librarian's Desk - Mrs. Carma R. Zimmerman, State Librarian

Address Dr. S. I. Hayakawa, San Francisco State College
"Language - Key to Understanding"

12:15 - 2 P.M. Luncheon

Greetings from Marin County Supervisor	Mrs. Vera Schultz
Greetings from the Trustees Section	Mrs. John O. Tostevin

2 - 5 P.M. Afternoon Session

Socio-Drama -- Public Library Standards for California
Conducted by John Robinson, San Francisco State College
Summary of conclusions Dr. Hilda Taba, San Francisco State College

Membership report - May 22, 1956	
G.G. Members, individuals	529
G.G. Members, institutions	26
Total CLA membership	1946

Paper Editions Sales, Palo Alto, has a small display of paperbound books in the lobby. Copies of the complete list of titles are available.

Anatole Rapaport – Operational Philosophy
Doubt + certainty in Science – Young J. Z.
Nationalism + Social Communications – Carl Deutsch

FRIENDS OF THE LIBRARY

You are invited to become "Friends of the Library", a group formed to cooperate with the Library Commission and Daly City Council in improving the services and facilities of the Daly City Public Library and in bringing about the establishment of permanent branches in areas not presently served.

Organized public interest can help in many ways to extend existing services and bring about service to those now without facilities. plans are being made to study and recommend levels of library se4vice, costs and financing, and building requirements to best serve the needs of the community.

Mayor Verducci has appointed a committee to recommend a site for a branch library in Westlake. This committee consists of Councilman Edward Dennis, a Library Commissioner, a representative from Henry Doelger Builder, Inc., City Manager Howard Stites, and a representative of Friends of the Library.

There are plans for a book drive, assisting in a summer reading program and story telling hours at the new branch, a survey to determine the reading interests and services desired in the area.

A library CAN be the cultural center of a community, attracting teenagers to wholesome activities, art exhibits, book reviews and other sercices which greatly enrich the lives of the users.

You are urged to attend the next meeting of "Friends of the Library" on March 13 (Tuesday) 8:00 P.M. in the Recreation Center, Mission at Alpine Sts. Daly City. Your membership and participation will greatly increase the effectiveness of this worthy community project.

Individual membership dues are $1.00 per year, and may be sent to Mrs. Howard Stites, 34 Northgate Avenue, Daly City, with the following:

Name or Names____Phone____________________

Address____Amt. Enclosed $______________

REMARKS____

November 18, 1955

159 Wilshire Ave.
Daly City, Calif.

Enoch Pratt Free Library
Baltimore, Maryland

Gentlemen:

I am a member of the Daly City Library Commission, which is considering the question of a book selection policy. To help us in this task, we should greatly appreciate your sending me a copy of your "Book selection policies and procedures".

Thanking you very much,

Very sincerely yours,

Lionel Farber

ENOCH PRATT FREE LIBRARY
List of Booklists and Other Publications Available
October 1955

MATERIAL IS POSTPAID

Adult Lists

Advertising. (Offset) 8p. 1953	5¢
After the Baby Comes. (Printed) 4p. 1954	5¢
Architecture Today. (Offset) 4p. 1954	5¢
Ask My Secretary. (Offset) 8p. 1953	5¢
Atomic Energy for Business and Industry. (Offset) 4p. 1954	5¢
Automation; a List of Books on the Automatic Office, the Push-button Factory and Other Miscellaneous Subjects. (Offset) 4p. 1955	5¢
Baltimore Through the Years. (Printed) 6p. 1947	5¢
Before the Baby Comes. (Printed) 4p. 1954	5¢
Better Foremanship; Readings on Supervision and Working with People. (Offset) 4p. 1955	5¢
The Bible; a Reading List for Study and Appreciation. (Offset) 6p. 1953	5¢
Biographical sketches of the following authors, with books listed	each 10¢
The Four Brontes; 1951	
Robert Browning; 1949	
Geoffrey Chaucer; 1949	
John Milton; 1948	
Percy Bysshe Shelley; 1949	
Edmund Spencer; 1949	
William Makepeace Thackeray; 1949	
Mark Twain; 1949	
Books on Writing: Writing as a Career; the Short Story; Writing for Stage, Screen, Radio and Television, etc. (Offset) 4p. 1955	5¢
The British Heritage. (Offset) 4p. 1953	5¢
The Christian Family. (Offset) 2p. 1955	5¢
The Christian Mission in a Revolutionary World. (Offset) 6p. 1955	5%
The Church Around the World. (Offset) 6p. 1953	5¢
Collective Bargaining. (Offset) 4p. 1954	5¢
Counseling in Group Work. (Offset) 4p. 1955	5%
Crafts for Occupational Therapy. (Offset) 8p. 1954	5¢
Czechoslovakian Historical and Cultural Background. A Selected List in Czechoslovakian and English. (Offset) 6p. 1955	5¢
Economics for Everyman. (Offset) 4p. 1955	5¢
Foreign Industrial Directories; a List of Directories on United Kingdom and Commonwealth; Europe; Scandinavia; Middle East; Far East; Africa and Latin America. (Offset) 4p. 1954	5¢
'49, Being a List of Books About the Gold Rush in California. (Printed) 6p. 1949	5¢
From the Land of the Bible. (Offset) 4p. 1954	5¢
Girl Scout Panorama. (Offset) 12p. 1952	5¢
Growing Spiritually. A Reading List for Catholics. (Offset) 4p. 1955	5¢
Growing Spiritually. A Reading List for Protestants. (Offset) 4p. 1955	5¢
Guaranteed Annual Wage. Labor Target for 1955. (Offset) 4p. 1955	5¢
Help for the Handicapped; a List of Books on Rehabilitation. (Printed) 12p. 1954	5¢
Home Decoration. (Offset) 4p. 1952	
Some Useful Books on: Upholstery, Slipcovers, Draperies	5¢
" " " " Painting and Woodworking	5¢
" " " " Furnishing the Small Home	5¢
Housing Around the World. (Offset) 4p. 1953	5¢
Human Relations for Management. (Offset) 4p. 1955	5¢
Immortals Among Us; Yesterday - Today - Tomorrow. (Offset) 8p. 1954	5¢
Indian Americans. (Offset) 6p. 1955	5¢
The Indian's America. (Offset) 2p. 1954	5¢
India, Pakistan, Ceylon. (Offset) 6p. 1954	5¢
Investments and You. (Printed) 8p. 1954	5¢
It's a Wise Parent. (Offset) 4p. 1953	5¢
Japan Ten Years After. (Offset) 2p. 1955	5¢
Jewish Holidays Around the Year. (Printed) 6p. 1951	5¢
Jewish Life and Thought. (Printed) 12p. 1952	10¢
Jews in American Life. (Printed) 8p. 1954	5¢
Labor Unions Today. (Offset) 4p. 1955	5¢
Language in Thought and Action. (Offset) 8p. 1955	5¢
The Later Years. (Printed) 4p. 1955	5¢
Latin America -- Current Trends and Developments. (Offset) 2p. 1955	5¢
Lead a Chorus. (Offset) 2p. 1954	5¢
Lenten Reading for Catholics. (Printed) 6p. 1955	5¢
Lenten Reading for Protestants. (Printed) 6p. 1955	5¢

Leonardo da Vinci. A List of Books on His Life; His Italy; His Genius. (Printed) 4p. 1953..........10¢
Life Insurance. (Offset) 4p. 1954..........5¢
Literary Criticism. (Printed) 8p. 1948..........5¢
Living Religions of the East. (Printed) 8p. 1954..........5¢
Managing Your Money. (Printed) 6p. 1952..........5¢
Man and His Years. (Printed) 4p. 1954..........5¢
Man's Search for Himself. (Offset) 6p. 1954..........5¢
Marketing. (Offset) 4p. 1953..........5¢
Marriage and the Family. (Offset) 4p. 1953..........5¢
Memorable Books of the Half-Century; Chosen by Amiable Baltimoreans; Includes "Mid-Century Review" of Non-Fiction. (Offset) 35p. 1952..........25¢
Morocco. (Offset) 2p. 1955..........5¢
Notable Educational Books of 1954. (Printed) 2p. 1955..........5¢
Novels with a Flavor. (Printed) 16p. 1955..........10¢
Occupational Therapy. (Offset) 4p. 1954..........5¢
One Hundred Books Chosen by Prominent Americans. Books Which Every American Should Read. Compiled by Nathan G. Goodman. (Printed) 10p. 1954..........10¢
On the Ball -- Books on Basketball. (Printed) 4p. 1950..........5¢
Problems and Policies in Social Work. (Offset) 4p. 1955..........5¢
Queens, Kings and Coronations. (Offset) 4p. 1953..........5¢
Recent Books About the Sea. (Offset) 2p. 1954..........5¢
Recent Discoveries About Human Origins. (Offset) 2p. 1955..........5¢
Spanish-Speaking Citizens. (Offset) 4p. 1953..........5¢
Stamp Collecting. (Offset) 8p. 1952..........5¢
Switzerland. (Offset) 4p. 1951..........5¢
The Teaching of Adults; Readings and Films. (Offset) 6p. 1955..........5¢
Teamwork Can Prevent Delinquency. A Booklist for Study Groups. (Offset) 4p. 1954..........5¢
This Immortal People. Books Which Interpret Jewish Life and History. (Printed) 8p. 1949..........5¢
Today's Children. (Offset) 4p. 1953..........5¢
Understanding Modern Painting. (Offset) 4p. 1954..........5¢
UNESCO; Reading and Program Materials on the United Nations Educational, Scientific and Cultural Organization. (Offset) 4p. 1953..........5¢
United Nations Charter Review. (Offset) 1p. 1955..........5¢
The Vacation Church School. (Offset) 4p. 1955..........5¢
Voice Lifting. A List of Books on Singing Techniques. (Printed) 8p. 1950..........10¢
What Are Your Public Relations? (Offset) 4p. 1954..........5¢
The World Encompassed. (Offset) 4p. 1952..........5¢
World Trade. (Offset) 4p. 1954..........5¢
Youth's Search for Religion. (Offset) 6p. 1955..........5¢

Children's Lists

Bird Lore. (Offset) 4p. 1955..........5¢
Books for Home Reading, Grades 2 and 3. (Offset) 36p. 1955..........15¢
" " " " Grades 4, 5, 6. (Printed) 40p. 1955..........25¢
Books of Their Own: a Proposed List of Books to Buy for Children 1-12 Years Old. (Printed) 24p. 1953..........10¢
Call to Adventure. (Offset) 4p. 1954..........5¢
The Classics for Children. (Offset) 4p. 1955..........5¢
Girl Meets Boy. (Offset) 6p. 1953..........5¢
It's Fun to Make and Do Things. (Offset) 4p. 1953..........5¢
Let's Go Camping. (Offset) 4p. 1953..........5¢
Let's Read Lists; Grades 2-8, Opportunity (for Retarded Children). Grades 7 and 8 Combined into One List. (Printed) 1955..........each grade 5¢
Pathways to Pleasure; Compiled by a Joint Committee from the Catholic Schools and the Enoch Pratt Free Library. Grades 7 and 8. (Printed) 12p. 1955..........each grade 5¢
Princes, Princesses and Wee Folk, Too... (Offset) 4p. 1954..........5¢
Reading Together. (Offset) 1955..........5¢
Steps Along the Way; Significant Books for Children, 1901-1950. (Printed) 20p. 1952..........10¢
Story Hour -- for the 3-5 Year Old. (Offset) 24p. 1953..........20¢
Time to Laugh. (Offset) 4p. 1955..........5¢
Why, Daddy? (Offset) 4p. 1954..........5¢

Young People's Lists

Bell Ringers; Best Sellers of Today and Yesterday. (Offset) 8p. 1953..........5¢
Date Lines. Don't Be Shy, Let Books Smooth the Way. (Printed) 4p. 1955..........5¢

Design for Living -- a List of Books for High School Seniors. (Offset) 4p. 1953	5¢
Draw It... Paint It... Mould It. (Offset) 4p. 1951	5¢
or Men Only; a List for High School Boys. (Offset) 8p. 1953	5¢
o Places... with Books! A Booklist for Boys (Senior High). (Printed) 6p. 1955	5¢
Go Places... with Books! A Booklist for Girls (Senior High). (Printed) 6p. 1955	5¢
How Do I Love Thee? A List of Novels on Love in a Family Setting; Love and Humor; Classic Love, etc. (Offset) 20p. 1953	20¢
How to Make Your Halo Fit; Books on Being a Real Person. (Offset) 4p. 1951	5¢
It's All in the Family. (Offset) 8p. 1951	5¢
Laughing Stock. (Offset) 4p. 1953	5¢
Let's Have a Party. (Offset) 4p. 1952	5¢
Music Hath Charms -- from Bebop to Ballet. (Offset) 4p. 1953	5¢
Off to College. (Offset) 4p. 1955	5¢
People -- the Same Everywhere. Read to Get Better Acquainted. (Printed) 8p. 1955	5¢
Report of the Young People's Reading Committees. Published Semi-annually, in June and Cumulative Issue in December. (Offset)	each 30¢
Ride Your Hobby. (Offset) 4p. 1951	5¢
Speaking of Books. An Index to Book Talks for High School Students. (Offset) 8p. 1955	5¢

Other Publications

Book Selection Policies. (Mimeo.) Enoch Pratt Free Library. 58p. 1950	75¢
(Includes Appendix A and B)	
Appendix A - Selection Policies for Children's Books. 13p. Appendix A may be purchased separately for 25¢	
Appendix B - Selection Policies for Young People's Books. 8p. Appendix B may be purchased separately for 10¢	
Faerie Queene Murals, by Lee Woodward Zeigler, at the Pratt Library, with a description of the scenes by Charles Grosvenor Osgood. (Printed) 21p. 1945	25¢
Films Department	
A Catalog of 16mm Films -- This Catalog Lists and Describes the 16mm Films. (Offset) 56p. 1954	20¢
35mm Filmstrips. (Offset) 16p. 1955	10¢
General Reference Department Staff Manual. Prepared by Mary N. Barton and Ellen F. Watson. (Printed) 250p. 1950	$1.75
A History of Printing in Maryland, 1791-1800; with a Bibliography of Works Printed in the State During the Period. A. Rachel Minick. (Mimeo.) 603p. 1949	$3.70
Library Language. (Offset) 30p. 1953	15¢
Long Playing Records Catalog. (Offset) 65p. 1955	25¢
Music by Twentieth Century Composers. (Offset) 24p. 1952	15¢
Nonmusical Recordings. (Offset) 20p. 1954	15¢
Poe and Baltimore. Includes a Picture of Poe. (Printed) 4p. 1953	10¢
Poetry Broadsides. Write for Price List of Titles Available. (Printed)	each 10¢
Special Goethe Bicentennial Broadside: "Der Brautigam" ("The Bridegroom") in German and English	20¢
Records for Children. (Offset) 20p. 1955	15¢
Reference Books; a Brief Guide for Students and Other Users of the Library. 3d Edition. (Printed) 100p. 1954	$1.00
10 copies and over	each 80¢
Warner and Hanna's Map of the Incorporated City of Baltimore As It Looked in 1801. Republished in Facsimile by Peabody Institute Library. (Printed) 24" x 35" 1947	$5.00
Where to Buy 2 x 2 Slides. (Offset) 32p. 1955	15¢
Work with Young People at the Enoch Pratt Free Library; Branch Routines and Techniques. (Offset) 14p. 1952	15¢
Enoch Pratt, the Story of a Plain Man. (Printed) 121p. 1935	$1.00

Please make checks and money orders payable to the Library. Individuals and commercial firms are requested to send checks, stamps, etc. with orders. We will be glad to bill non-profit institutions for rders in excess of one dollar. For orders totaling less than one dollar, please send payment with the rder. Residents of Maryland are required to pay sales tax on any lists ordered.

Quantity prices for booklists and leaflets 25¢ and under are available on request.

ADDRESS ORDERS TO: Publications
Enoch Pratt Free Library
400 Cathedral Street
Baltimore 1, Maryland

November 18, 1955

159 Wilshire Ave.
Daly City, Calif.

New York Public Library
Circulation Department
Fifth Ave. and 42nd Street
New York, N.Y.

Gentlemen:

I am a member of the Daly City Public Library Commission, and we are at present considering a book selection policy. To assist us in this task it would be greatly appreciated if you would send me a copy of your "Book selection Manual".

Thanking you very much,

Very sincerely yours,

Lionel Farber

January 9, 1956

New York Public Library
Fifth Avenue at 42nd Street
New York 18, N.Y.

Gentlemen:

Under separate cover is being returned to you the "Book Selection Manual" of the New York Public Library, which you were kind enough to loan me.

This material will be useful to us in developing our book selection policy and your courtesy in making your publication available for study is very greatly appreciated.

Thanking you very much,

Very sincerely yours,

Lionel Farber

BOOK SELECTION MANUAL

The New York Public Library
Circulation Department
1954

"This institution (is) based on the illimitable freedom of the human mind. For here we are not afraid to follow truth wherever it may lead, nor to tolerate any error, so long as reason is left free to combat it . . . "

Quotation from a letter written by
Thomas Jefferson concerning the
University of Virginia

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INTRODUCTION

The New York Public Library is an educational agency concerned with the acquisition, organization, preservation and use of recorded ideas. The Circulation Department is concerned primarily with lending library materials for educational and recreational use outside the Library and with general reference use in the Library. Except for certain special collections mentioned in this manual, the Circulation Department is not responsible for research materials nor for extensive representation of recorded knowledge, these responsibilities being assigned to the Library's Reference Department. Since, however, the Reference Department does not lend its collection for use outside the Library, and since The New York Public Library does not maintain a central departmentalized circulating collection, the larger branch library collections and the regional reserve collections include a wider range of library materials available for consultation and for loan to qualified borrowers than is customary in other public library branch systems.

While this manual is primarily devoted to a consideration of book selection and acquisition procedures, reference has also been made to book selection policies where appropriate. Some attention is also given to selection procedures for library materials other than books (e.g., periodicals, pamphlets, newspapers, pictures, films and recordings) for which the Circulation Department has limited responsibilities.

Final authority for the determination of policy in the selection and acquisition of materials is vested in the Library's Board of Trustees. The By-Laws of The New York Public Library specify that "The Circulation Department Committee of the Board of Trustees shall have general supervision over the collections and services of the Circulation Department, including policies governing the acquisition, organization and public use of library materials in the Department."

The Chief of the Circulation Department, under the instructions of the Circulation Department Committee and the Director, has general charge of the work in the branch libraries, including the selection of books and periodicals. In practice, authorization of titles for acquisition is delegated by the Chief of the Circulation Department to the Supervisor of Branches and to the Superintendents of certain special collections, subject to consultation in doubtful cases.

After approval of titles for acquisition, the individual branch librarians or other designated staff members select or reject these titles for individual collections. Various criteria of selection have been developed for adult, young people's and children's books, including those for reference as well as circulating use, and for the special collections maintained by the Circulation Department. Essentially the selection of library materials is a cooperative process with the users of the library indicating their interests and needs, and the librarians exercising their critical judgement in evaluating these needs and in anticipating them.

Book funds are allotted at the beginning of each fiscal year by the Chief of the Circulation Department in consultation with the appropriate supervisors. Dollars are translated into volume units, each quota of units being determined on an average cost per volume basis. Approximately three quarters of the total sum available is designated for the purchase of material for general circulating and reference collections. Branch librarians receive an allotment for the purchase of adult, young people's and reference materials. Children's librarians receive a separate allotment of units. Librarians in charge of the Richmond Regional Library, the Central Reserve Collection, and the Bronx Regional Library are allotted sufficient units to purchase the comparatively large numbers of books needed to maintain their collections. Although the allocation of units is based primarily on circulation, such factors as changing neighborhoods, condition of the existing book stock, and any special local needs are considered in determining the final amount.

Funds are also allotted to librarians in charge of special collections. Since these collections include specific types of material, used primarily by research workers or specialists in a field, circulation cannot be a determining factor in allotting funds. Present allotments permit the acquisition of material which experience has shown must be purchased to insure adequate development of each collection.

In addition to funds granted directly to branch libraries or special collections, the Chief of the Circulation Department reserves contingency funds for adult, young people's and children's books to meet emergency situations which arise during the year. Sums are also set aside for the purchase of pamphlets and periodicals. Pamphlets and periodicals purchased for any collection are charged to one of these funds rather than to an individual allotment. A small amount of money is also reserved each year for the purchase of recordings and films.

PROCEDURES OF SELECTION

1. GENERAL COLLECTIONS

A. ADULT BOOKS

1. SCOPE AND POLICY

The general branch library adult collections include books, periodicals and pamphlets for circulation and reference use. Points considered in adult book selection are literary, educational, informational, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; and available funds and space. Contemporary and popular authors are included, as well as those who have demonstrated enduring worth. Titles are selected on the basis of the content as a whole and without regard to the personal history of the author. In the case of controversial questions, variety and balance of opinion are sought whenever available.

Since the number of people served and the reading interests of various population groups affect the demand for material, the adult book collections in branch libraries differ in size and character. Thus the largest collections differ from the smallest both in the number of titles represented and in the extent of duplication of titles in greatest demand. A few branch libraries develop collections of specialized material in areas of particular subject interest such as local history, art, or drama.

Regional collections, special collections, and the free interloan of circulating books from branch to branch and from the Central Reserve Collection strengthen individual branch resources. In the past infrequently requested material has been purchased for the Central Reserve Collection only, from which source it was sent to branches whenever readers so desired. The Circulation Department has now established a regional collection in the St. George Branch as part of the Richmond Regional Library and will establish a similar collection in the Fordham Branch as part of the Bronx Regional Library. These regional collections will supplement branch resources in these two boroughs. The Central Reserve Collection will eventually become a regional collection for Manhattan, but will remain the only source for titles so infrequently requested that one copy of a given title is sufficient for the entire branch system.

All branch libraries provide for use within the building such reference materials as dictionaries, encyclopedias and yearbooks. Most branch reference collections include also titles in various subject fields. Four strategically located libraries in Manhattan and one in the Bronx maintain more extensive reference collections including bound files of periodicals. In addition, the Bronx Reference Center and the reference collection at the St. George Branch include sufficient material to satisfy all except specialized requests from readers.

Certain neighborhoods in which full library service has not yet been provided are served by small libraries located for the most part in rented quarters. Since rented quarters lack space to house a large permanent book stock, supplementary rotating collections are sent out from a central or regional reserve collection.

2. PROCUREMENT

Book Order Office receives automatically from many Americans publishers and two British distributors a considerable proportion of the books published each year. Publishers whose lists are highly specialized are not requested to send copies of all material published since many such titles would be unsuitable for general circulation use.

An assistant in the Book Order Office checks regularly Publishers' Weekly, the Retail Bookseller, and the ALA Booklist advance listing, to ascertain that all titles of possible interest for branch use are procured. As a further check this assistant also notes titles listed in publishers' catalogs and reviews which appear in Library Journal, the New York Times Book Review, and the New York Herald Tribune Book Review.

Material is often secured as the result of requests from librarians in charge of special collections, or from branch librarians in response to reader demands. Book Order Office than obtains copies of the desired titles which subsequently go through the usual process of review and recommendation for purchase if approved, after which copies are placed in the Book Selection Room for general consideration by branch librarians.

In order to make sure that titles of obvious popular appeal are received well in advance of publication, a rotating committee of branch librarians meets at intervals to check the spring and fall announcement numbers of Publishers' Weekly and publishers' catalogs, and occasionally requests copies of certain titles in galley form for preliminary review to ascertain the need for early procurement. As a result of committee recommendations a so-called "A" list is compiled and sent to branch librarians for use in advance ordering.

The Branch Reference Specialist also suggests for procurement and for possible reference use books not regularly received from publishers. Particular attention is paid to new editions and titles from the smaller publishing houses, organizations and university presses. The following publications are checked regularly for new titles and editions:

ALA Booklist
College and Research Libraries
Library Journal
Library Quarterly
Monthly Catalog of US Documents
Municipal Reference Library Notes
New Technical Books
Publishers' Weekly
Subscription Books Bulletin
U.S.Quarterly
Wilson Bulletin

3. REVIEWING AND AUTHORIZING FOR ACQUISITION

When new titles are received in Book Order Office, the copyright date of each is checked to determine whether the book is a new publication, a reprint, or a new edition. All new titles from American publishing houses are checked with Virginia Kirkus, Library Journal and ALA Booklist, and reviews from these are clipped and attached to the review copies. The Assistant Superintendent of Book Order assigns to staff members for review about one third of all titles received. These titles, for which a review from a library viewpoint seems essential, are sent to library staff members with special background in certain subject fields. The printed reviews are used as guides for purchase for the remaining titles, although a few non-fiction titles are sent to the Supervisor of Branches for approval without review.

Adult titles procured by the Branch Reference Specialist are reviewed by him or are assigned to other reference librarians for review. Specialists in various divisions of the Reference Department are consulted when necessary. Expensive works such as new encyclopedias are not approved until their authoritativeness has been attested by trial use or by review in Subscription Books Bulletin.

After new books have been returned to the Book Order Office by reviewers, these titles and books which may not have been sent out for review are referred to the Supervisor of Branches. The Supervisor, in turn, stamps the books "authorized for purchase" if recommendation is warranted, and designates "purchase deferred" or "await demand" titles not recommended by reviewers. Controversial books are sent out for a second review and are often referred also to the Chief of the Circulation Department.

4. ORDERING

As soon as books have been approved for purchase, Book Order Office attaches reviews and order (1) slips to each title and places the book in in the Book Selection Room. Books remain on the shelves in that room for one week, during which period each branch librarian comes at a designated time to order books for his branch. On the order slips branch librarians indicate the number of copies desired and designate whether the books are to be purchased from regular or special funds.

To assist branch librarians in ordering and to insure maximum discounts as a result of quantity ordering, various lists are sent to the branches for preliminary checking. These lists vary in content and frequency of issue. Since constant replacement of certain types of material is necessary to maintain well-rounded branch collections, weekly replacement lists are sent to each branch. These lists include new editions, new technical books, titles of books suggested for reordering by young

(1) Two types of order slips are used. Slips for ordering in the Book Selection Room include symbols designating various branches and special collections with space beside each symbol to indicate the number of copies desired. Slips used in placing individual branch orders provide space for typing in the symbol designating that branch and for complete bibliographical information.

people's librarians and special lists on subjects such as education, art or music, prepared by subject specialists. A separate short list of recent and popular titles is sent to each branch at frequent intervals to permit rapid duplication of titles for which demand is heavy. Two long fiction replacement lists are compiled and sent out each year to be used for quantity ordering of titles which are always needed in most branch collections.

When replacement lists are received by branches the lists are checked against the branch shelf list and the number of copies desired for purchase is indicated. Copies of new editions and new technical books listed on weekly replacement lists are placed in the Book Selection Room for examination by branch librarians before checking the order slip attached, while order slips listing titles of recent and popular books suggested for reordering are posted there for actual placing of branch orders. Special subject or fiction replacement lists are returned to Book Order Office where orders are placed direct from the lists.

Certain continuations which most branches hold do not appear on replacement lists. Branches notify Book Order Office if they wish to place standing orders for new editions of such titles as City of New York Official Directory, New York City... Supplement to the Charter and Administrative Code, New York State--Legislative Manual, Scott's Standard Postage Stamp Catalog, U.S.Official Congressional Directory, U.S.Statistical Abstract, World Almanac, etc. Then they automatically receive each new edition as it appears.

The "A" List for advance ordering, based on suggestions made by the rotating committee of branch librarians, is issued several times a year. This list includes books by well known authors or books which will be heavily advertised by publishers, for which reader demand is assured.Titles appear on the "A" list as far in advance of publication as possible and orders for these titles are placed before branch librarians have opportunity to examine copies of the books. Such advance ordering assures prompt receipt of popular titles by the branches.

In addition to books ordered during weekly inspection of books in the Book Selection Room or by means of replacement lists, branch librarians may order needed titles directly from the branch. Individual branch orders for books not already in the Circulation Department go through the usual procedure of approval for purchase, while individual orders for titles listed in the union catalog are sent through immediately by the Book Order Office.

5. COMMUNICATION TO STAFF

Branch libraries subscribe to several publications such as Publishers' Weekly, Virginia Kirkus, etc. However, it seems desirable that all staff members have opportunity to be aware of new titles actually purchased for the Circulation Department, especially since in smaller branches a relatively small proportion of the year's out-put is purchased. Consequently a mimeographed sheet called Among Ourselves which lists books reviewed within a two week period and quotes key sentences from reviews is sent to branches for the information of staff members. This gives all the staff some familiarity with most books approved or rejected for purchase and points out why they were recommended for general, moderate or limited purchase, or designated "purchase deferred" or "await demand." Branch librarians discuss specific titles or general problems of selection at regular branch librarians' meetings or in small round table groups.

Branch reference librarians during seven scheduled periods a year see new reference books with reviews at Bronx Reference Center and note titles which they wish placed in the Book Selection Room a second time to enable branch librarians to reconsider purchase for reference use. Digests of reviews of new reference books appear in Among Ourselves and weekly replacement lists and special reference replacement lists are checked by reference librarians who recommend to branch librarians titles for purchase. At an annual meeting for reference librarians, several from the group conduct a panel discussion during which they evaluate new titles.

B. YOUNG PEOPLE'S BOOKS

1. SCOPE AND POLICY

While young people of high school age are encourage to use the entire adult collection in branch libraries, collections of special interest to this age group, drawn from both juvenile and adult books, are maintained to aid the transition from the children's room to the adult department. The size of each collection differs from branch to branch, depending upon the number of young people and the space available. Whenever possible in branches with a heavy demand for young people's books, an alcove in or a separate room adjacent to the adult department is set aside for the use of young people.

The Nathan Straus Branch Library, the use of which is limited to borrowers under twenty years of age, maintains the most complete collection of young people's books and serves as a source for material not purchased for other branch collections.

2. PROCUREMENT

The Office of Young People's Services checks constantly all titles of possible interest to young people from both adult and juvenile fields as listed in:

Publishers' catalogs
Virginia Kirkus
Publisher's Weekly
ALA Booklist
Library Journal
New York State Bookmark
New York Herald Tribune Book Review
New York Times Book Review
Saturday Review
Wilson Bulletin

Titles are listed to make a working file of books to be read and reviewed through the year.

Actual copies of the books are secured in several ways. The Office of Young People's Services requests Book Order Office to secure review copies of many books before publication. Many publishers automatically send review copies from both adult and juvenile fields direct to the Office of Young People's Services. Book Order Office also sends to that Office for review obvious "teen-age" books and a few adult books of interest to young people. All adult and juvenile books in the Book Selection Room are examined by the Supervisor of Young People's Services. Book Order Office is requested to order on approval any titles not received by other means.

3. REVIEWING

The book reviewing agency for the Office of Young People's Services is the Committee on Books for Young People which is made up of all librarians regularly assigned to young people's work serving under the chairmanship of the Supervisor of Young People's Services. Although reviews of books appearing in various publications are read and considered, the recommendation or rejection of any young people's titles for The New York Public Library comes from the Committee on Books for Young People.

When new titles are received by the Office of Young People's Services, they are assigned to members of the Book Committee who read and return them with reviews. Every book is read by a staff member in the Office of Young People's Services; almost every book has an additional reading by a Committee member. When there is a difference of opinion, a book has at least three readings and is brought up for discussion at Book Committee meetings which are formally and informally shceduled from September through May. The Supervisor of Young People's Services makes a decision regarding purchase subject to approval by the Supervisor of Branches.

All young people's books considered for purchase are designated for one of the following five groups and so identified in the reviews and (except for e.) in a monthly supplement to Among Ourselves:

a. Books recommended for addition to all Young People's collections. (These are the "teen-age" stories and the simple books of wide general appeal; they are stamped with a symbol as books approved for all young people in and above the eighth grade.)

b. Books recommended for addition to those young people's collections which need them for specific groups of readers - slow readers, science fiction fans, amateur astronomers, etc.

c. Books recommended for use with older and more mature readers, which may or may not be duplicated for young people's collections according to demand, community interests, branch funds, space. (These are books of appeal to young people already reading from the adult collection, or books for young people and adults with specialized knowledge and interest.)

d. Books recommended for use only with mature young people whose reading interests are known to the librarian. (These are the books too adult in subject matter and treatment to be put into the young people's collection.)

e. Books rejected as inferior, sensational, or inaccurate.

Books for the Teen Age. published each January, serves both as a basic guide to the voluntary recreational reading of young people and as a check list for branch library use. Revised annually by the Committee on Books for Young People, it includes both old and new titles arranged by subject matter and covering a wide variety of interests, types of literature, and reading levels. Between seventy-five and eighty per cent of the titles are adult publications.

The books on this list form a permanent exhibit at the Office of Young People's Services where they may be examined by librarians, teachers, parents and other adults interested in young people's reading.

4. ORDERING

The young people's librarians examine new books once a month in the Office of Young People's Services; they recommend titles for purchase to the branch librarians but have no book funds of their own. Each week, books recommended for use with young people are placed in the Book Selection Room for the branch librarians to examine and orde . There are always two categories: one is the specific teen-age literature which is immediately assigned for review to the Office of Young People's Services and appears for ordering only once; the other consists of adult books which were first read and approved for adult collections and are subsequently read a second time and approved for young people.

The new titles added to the Books for the Teen Age list are passed(some of them for the second time and some for the third time) in January. From this collection the regularly designated young people's librarian orders with the number of units assigned by the branch librarian for this purpose.

Twice a year, in May and October, a replacement list of books needed by young people's collections is prepared by the Office of Young People's Services and the Book Committee. These lists decrease the number of individual branch orders. Each week five or six titles suggested by the young people's librarians are added to the weekly adult replacement list. This also makes possible quantity ordering of titles much in demand.

5. COMMUNICATION TO STAFF

In addition to Books for the Teen Age, a monthly supplement to Among Ourselves lists with brief reviews all current books for young people which have been recommended for purchase. Reviews of all books read for young people, whether approved or not, are filed in the Office of Young People's Services where librarians may examine them. Thorough discussion of all titles at Book Committee meetings serves to familiarize young people's librarians with books being considered for selection.

C. CHILDREN'S BOOKS

1. SCOPE AND POLICY

In selecting books for children's collections in the general branch libraries, primary emphasis is placed on developing critical taste and a sense of enjoyment in reading. These collections, which include picture books as well as material requiring greater reading ability, make available to children of pre-school or elementary school age books chosen with particular regard to literary merit and excellence of format. Because demand exists for factual material on a wide variety of subjects, books useful in supplementing school texts are also added to children's collections.

The children's collections in branch libraries vary in size depending on the character of the neighborhood served. The collection in the Central Children's Room is larger and more inclusive. In addition to providing copies of titles out of print or infrequently requested, this collection includes outstanding examples of book illustration, and is widely used by parents, teachers, authors, illustrators and publishers.

2. PROCUREMENT

The Office of Children's Services notes juvenile titles listed in:

Publishers' Weekly
Virginia Kirkus
ALA Booklist
Bulletin of the Children's Book Center
of the University of Chicago
Horn Book
Junior Bookshelf (English publication)
Library Journal
New York Herald Tribune Book Review
New York Times Book Review
Saturday Review
Wilson Bulletin

A file of titles which should be considered is built up from these sources. Review copies are sent automatically to the Office of Children's Services by many publishers of juvenile books. The assistant in the Office of Children' Services also examines adult books in the Book Selection Room. Any titles of possible juvenile interest not received automatically from publishers are ordered on approval by Book Order Office. Books in foreign languages or in special subject fields are procured on approval from book shops by children's librarians who are subject specialists.

3. REVIEWING

Every children's book received in the Office of Children's Services is read and recommended or rejected for purchase on the basis of a written review. Books are assigned by the Office of Children's Services for reviewing by a member of the staff of that office or the Central Children's Room, by subject or language specialists, or by members of a Book Review Committee of children's librarians appointed every three months by the Supervisor of Children's Services. These children's librarians encourage their staff members to share in the book reviewing, but always under their direction. Controversial titles are read by as many children's librarians as is necessary to make recommendation for purchase or rejection. The Supervisor of Children's Services makes a decision regarding purchase subject to approval by the Supervisor of Branches.

4. ORDERING

Approximately fifteen times a year branch children's librarians visit the Book Selection Room to order books. Each children's librarian is allotted annually a sum of money translated into volume units from which she purchases books for the branch children's collection. The Administrative assistant in the Office of Children's Services advises new staff members and orders for branches in emergencies. After children's librarians have ordered, all order slips are examined by the Supervisor of Children's Services before orders are placed by the Book Order Office.

Replacements are ordered periodically from lists which cover in the course of two years the entire field of children's literature. Committees responsible for these lists revise them regularly, subject to final revision by the Supervisor of Children's Services. In addition special subject lists are prepared to meet current demand for material in certain subject fields.

Various continuations are ordered in quantity by Book Order Office from a list revised annually in consultation with the Office of Children's Services. Quantity purchase of remainders or out of print titles is financed from juvenile contingency funds for distribution among the branches.

5. COMMUNICATION TO STAFF

Every effort is made to insure a wide knowledge of new children's books on the part of children's librarians. Discussion of books forms a part of their monthly meetings. Round table groups, which meet several times a year and are limited in number to twelve or fifteen children's librarians serving on the Book Review Committee read intensively in certain fields and encourage further reading and participation on the part of branch assistants.

D. SUMMARY

No one central office is responsible for procurement of titles from publishers. However, by means of titles automatically received, requests from branch librarians, and checking carried on constantly by Book Order Office, by the Office of Adult Services, by the Office of Young People's Services and the Office of Children's Services, a reasonably thorough coverage of the entire field of adult, young people's and children's books is assured. An attempt is made to secure in advance of publication copies of titles for which there will be immediate reader demand.

Since it is essential that most titles reach branch libraries as soon as possible after publication, effort is made to clip printed reviews or to secure staff reviews promptly. However, it is considered desirable to insure maximum participation of professional staff members in the reviewing process. Wide reading of books is encouraged despite the delay involved since an informed contributes immeasurably to intelligent use of the book collection.

Branch librarians and children's librarians order most new titles only after personal examination of the books in the Book Selection Room. Replacements and duplicates are frequently ordered from lists to insure maximum discounts from publishers or jobbers. However, orders from individual branches are placed whenever specific titles are needed to maintain a well rounded collection.

By means of mimeographed reviews, book discussion meetings and examination of books received in various branches, every staff member has opportunity to become familiar with as many new titles as possible.

II. SPECIAL COLLECTIONS

A. FOREIGN LANGUAGE COLLECTIONS

1. SCOPE AND POLICY

A. ADULT BOOKS

Books in numerous foreign languages are provided for readers with general rather than specialized interests. Although the Czech and Slovak collection in particular includes materials requested only by the scholar or research worker, the major portion of titles in foreign language collections consists of recent or popular works. The scope of individual collections is determined in part by the demand for books in a given language, and in part by the availability of material.

Because of lack of space in a central location, collections of foreign language books are housed in branch libraries as conveniently situated as possible for the population group served. Books in languages for which there is widespread demand are sent in deposit collections of varying size from the Central Reserve Collection to branches requesting them.

MAJOR COLLECTIONS

Books in French, German, Spanish, Italian, and Yiddish are purchased for a few strategically located branches. These branch collections are supplemented by deposit or circuit collections which travel from branch to branch. The books are obtained from dealers or are ordered from publishers' lists. One or more assistants with the necessary language background review books in each language.

OTHER LANGUAGES

Books in Russian, Hebrew, Polish, Hungarian, Czech and Slovak, and Chinese are purchased, when possible, to supplement the existing fairly large collections which, for the most part, are concentrated in a branch designated as a center for a given language. At least one qualified staff member is usually available to review and select books.

Small collections in other languages for which there is less demand are maintained in designated branches or at Central Circulation. Books in these languages are purchased at various bookstores on recommendation of qualified staff reviewers whenever possible.

b. CHILDREN'S BOOKS

Books in various languages are purchased for the Central Children's Room to form a representative collection of books published for children in other countries. Children's rooms in several branch libraries maintain small collections of foreign picture books and, in a few neighborhoods in which numbers of non-English speaking children reside, books in the language of the population group concerned are provided.

B. LIBRARY FOR THE BLIND

1. SCOPE AND POLICY

The Library for the Blind functions as a regional library under a nationwide program established by the Library of Congress and therefore serves not only residents of New York City, but residents of Long Island, Connecticut, Puerto Rico, the Virgin Islands and the Panama Canal Zone as well. Readers may come in person, but for the most part material is sent out by mail upon request.

The collection at the Library for the Blind includes books transcribed into braille (embossed print) and talking books (material recorded on long playing records). Insofar as the availability of material permits, the Library for the Blind attempts to provide for blind readers books which would normally be obtained in a general branch library. Through inter-library loan, books not in the loceal collection may be obtained from other libraries for the blind. At present books in braille or talking books can be provided for adults more adequately than for children or young people. A small collection of printed books about blindness is available for reference use at the Library for the Blind.

2. PROCUREMENT

The greater part of the stock of braille and talking books at the Library for the Blind is provided free of charge by the Library of Congress. A selected list of titles is sent from the Library of Congress to its twenty-eight regional libraries throughout the country including The New York Public Library for the Blind. The librarian at the Library for the Blind, after consultation with the Office of Adult Services, gives an opinion concerning the suitability of these titles for blind collections and indicates which should be recorded and which put into braille.

The Librarian examines books in the Book Selection Room each week, notes titles which will not be available from the Library of Congress, and assigns these to volunteer transcribers who are expected to secure copies of the book for transcribing into braille. The Office of Children's Services selects from its file of titles approved for purchase books suitable for transcription or for recording, and recommends them for consideration.

Text books for which there is limited demand from blind students are recorded locally on soundscriber disks whenever requests for specific titles come from students. Books are procured for transcription by the student or through the Interbranch Loan Office. Much of the actual work of transcription is carried on at the Yorkville Branch Library by volunteers under the direction of the Women's Council, an organization which sponsors and conducts various projects to further the work of The New York Public Library.

3. REVIEWING

The librarian, in addition to suggesting titles suitable for transcription into braille or talking books, reviews books about the blind which may be of interest for general branch purchase.

4 ORDERING

Whenever the librarian returns to the Library of Congress lists suggesting titles for recording, he indicates whether he wishes copies of these titles for his collection, and if so, how many.

Since the Library for the Blind has a small book fund of its own, few titles in braille are purchased from publishing houses for the blind both in this country and abroad. These titles are found through publishers' announcements and publications for workers with the blind, and orders are usually placed by Library for the Blind, in which case bills are forwarded to Book Order Office and then to Accounting Office.

5. COMMUNICATION TO STAFF

Special publications containing reviews of braille and talking books are available at the Library for the Blind for the use of the staff.

C. MUNICIPAL REFERENCE LIBRARY

1. SCOPE AND POLICY

The Municipal Reference Library provides a wide range of material in the fields of municipal government and administration in general and New York City and State government and history in particular. The Public Health Division of the Municipal Reference Library maintains a basic collection of materials in the health field for doctors and nurses in the Department of Health and Hospitals.

As its name implies, the Municipal Reference Library is primarily a reference collection. While it is organized to serve city officials and employees, it is open to the general public. At the discretion of the librarian, federal, state and city employees are permitted limited borrowing privileges.

2. PROCUREMENT

The librarian and other asistants at the Municipal Reference Library check various publications in an attempt to secure the numerous books, pamphlets, reports and periodicals needed for this collection. Among sources checked are:

Publishers' Weekly
Public Affairs Information Service
Monthly Catalog of U.S. Publications
Checklist of State Publications
Checklist of Basic Municipal Documents
Lists from other Municipal Reference Libraries
New York Herald Tribune Book Review
New York Times Book Review

All New York City Departments are requested to send to Municipal Reference four copies of every publication issued by the Department.

The Civil Service Commission sends copies of examinations to Municipal Reference and provides additional copies for distribution to the civil service centers in designated branches.

The Public Health librarian sends to the librarian at Municipal Reference suggestions for purchase in his field.

A few yearbooks and other continuations are received automatically, but the majority must be requested each year.

3. REVIEWING

Since careful initial checking is done before material is procured for Municipal Reference and since much of its collection consists of pamphlets and reports, comparatively little reviewing is necessary before purchase. Books are occasionally ordered on approval if there is any question about their value to the collection.

4. ORDERING

Most material at Municipal Reference is acquired free of charge. If material does not arrive automatically a form letter is sent requesting any publications needed. Books or pamphlets for which a charge is made are ordered in the usual fashion through Book Order Office and billed through Accounting Office.

5. COMMUNICATION TO STAFF

All books, pamphlets and reports received are checked daily by the Assistant Superintendent of Municipal Reference, and the reference assistant. They note books to be catalogued or magazine articles to be indexed. Certain magazines and pamphlets are marked for later routing to other City Departments. A record is kept of all new accessions for publication in the Municipal Reference Library Notes. All professional members of the staff have opportunity to examine all new material before it becomes part of the general collection.

D. MUSIC LIBRARY

1. SCOPE AND POLICY

The collection at the Music Library includes books about music and the dance as well as a circulating collection of music scores including works for piano, voice, violin and other instruments. The material is extensively used by professional musicians and workers in the theatrical field, but is freely available to the general public as well, with the exception of a large and valuable collection of orchestral parts, the use of which is limited to amateur orchestras sponsored by responsibile organizations.

2. PROCUREMENT

Books - The Librarian and staff check publishers' lists, reviews and advertisements in music and dance periodicals, domestic and foreign, for new publications, and dealers' lists for foreign and out-of-print material. The librarian occasionally visits second-hand shops for out-of-print books. He also checks the books in the Book Selection Room weekly for materials which may prove useful in the collection.

Music - Most material is obtained from dealers, since there are no lists comparable to the CUMULATIVE BOOK INDEX and no discounts comparable to those for books. Since there is often considerable doubt whether a desired work is available, and if so, where it can be found, an interested dealer saves the librarian hours of effort in tracing material. Lists and reviews in music and dance magazines, domestic and foreign, are checked, and concert and radio programs are followed in order to note titles that may be requested.

3. REVIEWING

The librarian and other professional staff members review new books not only to select material for Music Library but also to recommend books suitable for general branch purchase.

4. ORDERING

Books are ordered from the Book Selection Room or orders for specialized material are placed by Book Order Office. When material is purchased direct from a dealer bills are forwarded first to the Book Order Office and then to Accounting Office.

5. COMMUNICATION TO STAFF

Staff members have opportunity to examine all material before it is made available to the public.

E. PICTURE COLLECTION

1. SCOPE AND POLICY

The picture holdings of the Circulation Department are concentrated in the Picture Collection, which has a core of one and one half million pictures specifically classified and indexed by subject, and a reserve stock of four and a half million items classified in general subject groups. These pictures, including clippings, postcards "stills" and photographs, are organized for circulation to people who reside or work in the City, but are also available to groups, firms, and institutions. The collection serves the needs of business and industry in the fields of advertising, publishing and industrial design, and aids television and theatrical producers as well as art students and artists.

2. PROCUREMENT

The librarian and staff check publishers' lists, Publishers' Weekly, auction catalogs, art magazines, newspapers, etc., for publications in the art field, or for publications in the picture field. The books in the Book Selection Room are inspected weekly for material desired either for its picture value or for the small collection of iconographic reference books which Picture Collection maintains. The second-hand market and photo files in museums and government agencies are searched for unusual items. Photographs are purchased directly from photographers and photo agencies while subscriptions are entered for various art magazines and periodicals such as LIFE, FORTUNE, INTERIORS, NATIONAL GEOGRAPHIC and FARM QUARTERLY, which provide good sources for pictures. Various house organs solicited as gifts provide another source for pictures.

3. REVIEWING

The staff of Picture Collection reviews art books not only to select material for use in the Picture Collection but also to recommend books suitable for general branch purchase.

4. ORDERING

The librarian and the reference assistant have the responsibility for ordering. Books are ordered from the Book Selection Room or orders for specialized material are placed by Book Order Office.

5. COMMUNICATION TO STAFF

All new reference books are lent overnight to staff members for examination. All picture acquisitions are put aside for the staff to see before filing.

F. SCHOMBURG COLLECTION OF NEGRO LITERATURE AND HISTORY

1. SCOPE AND POLICY

The Schomburg Collection is a reference library of books, manuscripts, and prints relating to Negro life and culture in all parts of the world. The collection, which includes books by and about the Negro, is used not only by residents of New York City, but by research workers from this country and abroad.

2. PROCUREMENT

The Curator of the Schomburg Collection checks regularly Publishers' Weekly and publishers' catalogs, newspapers, New York Times Book Review and New York Herald Tribune Book Review, for material relating to Negro people throughout the world. He also checks various indexes such as Public Affairs Information Service and specialized journals and bibliographies. In addition, he visits second-hand book stores and each week inspects books appearing in the Book Selection Room. An attempt is made not to duplicate the holdings of the Reference Department. Material such as the documents of the U.N.Trusteeship Council which are pertinent to the purpose of providing infomration about the Negro people of the world are not added to the Schomburg Collection since the Economics Division of the Reference Department is a depository for all United Nations Publications.

Occasionally Division chiefs of the Reference Department bring items to the attention of the Curator. The cooperation of the Schomburg Collection staff is needed in watching for unusual publications. Whenever possible gifts are solicited to help extend the limited budget.

3. REVIEWING

All materials added to the Schomburg collection bear some specific and significant relation to the study of the Negro people. Since the latter part of 1948 it has been the policy to limit the size of the book stock in order to keep it highly selective and valuable because of the quality rather than the size. The Curator and other members of the staff review materials added to be sure that the subject matter falls within the limits established for the collection and that no unnecessary duplication of material results. The Curator also notes titles which may be suitable for general branch purchase.

4. ORDERING

All materials are ordered through the Book Order Office. Titles are searched in the order file, card catalog, and pamphlet and magazine file at the Schomburg Collection, before individual copies are ordered from the branch. A few titles are ordered when they appear in the Book Selection Room.

5. COMMUNICATION TO STAFF

Staff members assist in the selection and reviewing of materials, and have opportunity to examine all new purchases before they become available to reders.

G. TEACHERS' LIBRARY

1. SCOPE AND POLICY

The Teachers' Library makes available to teachers in public and private schools and to students of education, an extensive collection of books concerning educational methods and child psychology, program and drama material, and subject material for use in various units of study. Its college catalogs and educational periodicals and its wide selection of books and pamphlets relating to vocations are used by students, teachers and vocational guidance centers throughout the City.

2. PROCUREMENT

The librarian checks Publishers' Weekly, issues of the Education Index, educational journals, New York World Telegram and Sun regularly to note materials in the education field. Books, reports or pamphlets of educational significance which come automatically to Book Order Office are referred to the Teachers' Library. The Bureau of Curriculum Research of the New York City Board of Education provides bibliographies and some actual material. Readers occasionally suggest new materials. Books in the Book Selection Room are checked weekly for titles overlooked in other sources.

3. REVIEWING

The librarian reviews books in the education field both for the use of the Teachers' Library and for general branch purchase, since reviews in educational journals usually appear too late to serve as a guide to purchase.

4. ORDERING

The librarian orders from the Book Selection Room any educational books approved for general branch purchase. He also orders adult and juvenile titles which supplement the educational collection (Books on countries, communications, etc.) Memberships included in periodical subscriptions frequently provide yearbooks, and standing orders are placed for additional yearbooks and vocational publications. The librarian is also a member of the pamphlet committee and places pamphlet orders at the regular committee meetings.

5. COMMUNICATION TO STAFF

The staff at the Teachers' Library assist in reviewing new materials received and examine all books and pamphlets before they are made available for public use.

III MATERIALS OTHER THAN BOOKS

A. PAMPHLETS

1. SCOPE AND POLICY

Pamphlets are acquired to supplement books in subject fields where reference or circulating material of recent date in concise form is essential. The bulk of pamphlet material is filed by subject in vertical files where readers may consult it in the library. Pamphlets of general interest are provided for circulation use as needed.

2. PROCUREMENT

A committee of six reference librarians under the chairmanship of the Supervisor of Adult Services checks various publications including the Monthly Catalog of U.S. Documents, Check List of Official Publications of New York State, United Nations Documents Index, and Vertical File Service. At regular meetings the committee goes over material thus found, and checks items needed for general branches or for special collections such as Bronx Reference Center, Teachers' Library or Service to Trade Unions. At the suggestion of the pamphlet committee, standing orders or subscriptions are placed for especially useful pamphlet series. Unsolicited pamphlets received by Book Order Office are turned over to the Branch Reference Specialist for evaluation.

3. REVIEWING

The Branch Reference Specialist goes over all new pamphlet received in Book Order Office and classifies them as books, if importance warrants, "pams," if of sufficiently general interest for circulating collections, "ref. pams" if for reference collections only. Controversial material abounds in the pamphlet field. An attempt is made to have both sides of controversial questions represented, and to offer for selection pamphlets in which facts rather than opinions are dominant.

4. ORDERING

Branch reference assistants are scheduled seven times a year to look over pamphlets at Bronx Reference Center and to order for their collections. The week following the ordering at the Reference Center, the pamphlets suitable for circulation are also examined in the Book Selection Room by the branch librarians. This ordering procedure, as well as that used by the pamphlet committee, is designed to reduce the number of individual branch orders.

The Office of Children's Services examines pamphlets which may be useful in children's rooms. Upon approval by the Supervisor of Children's Services, a quantity order is placed for distribution among the branches.

5. MISCELLANEOUS

Copies of municipal civil service examinations are sent by the Municipal Civil Service Commission to Municipal Reference Library, which then forwards them to Book Order Office. One copy of each examination is sent by Book Order Office to each branch designated as a Civil Service Center. A standing order provides new titles or editions of Arco study manuals for Civil Service Centers, and study manuals published by various publishers are made available for order by all branches as needed.

Files of college catalogs are maintained in many branches. Book Order Office requests colleges to send a designated number of catalogs each year. In most branches catalogs are limited to colleges in New York State and a highly selective group of out-of-state educational institutions. Catalogs of other representative colleges throughout the country are requested for a limited number of branches.

B. PERIODICALS

1. SCOPE AND POLICY

Periodicals, including magazines, a few newspapers, other serials, and organizational memberships are purchased by all branch libraries for reference and home use by adults and children. Smaller collections provide current issues of general periodicals insofar as space and funds permit. Larger collections also maintain for several years files of periodicals frequently requested for reference use. Six branches and Bronx Reference Center are designated as Regional Magazine Centers. They are responsible for ordering and keeping files of thirty-five periodicals of reference value in addition to providing current issues of approximately seventy-five to one hundred fifty titles.

2. PROCUREMENT

Publishers' Weekly, College and Research Libraries, newspapers, etc. are checked by the Branch Reference Specialist for announcement of new periodicals. Samples of these are procured from dealers and newstands, reviewed, and placed in the Book Selection Room during the summer for examination by branch librarians.

3. REVIEWING

All new titles are carefully evaluated before being approved for branch subscription or acceptance as gifts. The Branch Reference Specialist reviews general periodicals received, the Supervisor of Children's Services and the Supervisor of Young People's Services review magazines for their respective age groups, while other library specialists review in the fields of music, art and other subjects. New titles are referred to the Supervisor of Branches to be authorized for subscription or gift, after a recommendation has been made on the basis of general appeal, suitability of format for library use or editorial bias. Highly controversial titles are referred to the Chief of the Circulation Department, and an attempt is made to keep a balance in editorial viewpoints in magazines of opinion.

4. ORDERING

Branch librarians are allotted a certain number of periodical subscriptions each year to be charged against periodical funds. In September all subscriptions for the following year are sent to Book Order Office from the branch libraries. The branch librarian determines within his branch how the periodical allotment is to be divided between the adult and juvenile departments.

C. AUDIO-VISUAL MATERIALS

FILMS

1. SCOPE AND POLICY

At present film selection is limited to 16 mm. educational films within the broad framework of the American Heritage. This includes American history and government, natural resources, and American social life and customs. Special emphasis is placed on films suitable for discussion purposes. The collection includes a few films on discussion technique and a few on the Library itself. The Library's film collection is available for showings to groups within the Library and for borrowing by outside organizations for group use where no admission is charged.

2. PROCUREMENT

Producers' and distributors' catalogs and such publications as the following are checked for films which fall within the present scope of the collection:

AUDIO VISUAL GUIDE
EDUCATIONAL FILM LIBRARY ASSOCIATION PUBLICATIONS
EDUCATIONAL SCREEN
FILM NEWS
FILM WORLD

Where possible, seemingly desirable films are requested from producers and distributors for preview.

3. PREVIEWING

Films received for preview are seen by two or more staff members from the Office of Adult Services and staff from such offices and branches as may be interested. Whether or not a film is purchased, a brief annotation is written for inclusion in the film information file in the Readers' Adviser's Office.

4. ORDERING

Request is made by the Adult Group Specialist and the Supervisor of Adult Services to the Chief of the Circulation Department to purchase such films as appear to be of value. Final approval for film purchase rests with the Chief of the Circulation Department, who authorizes the necessary expenditure since no regularly assigned fund exists for purchase of films.

A few films privately produced by business organizations, available to the Library on indefinite loan, are acquired free of charge.

5. COMMUNICATION TO STAFF

A listing of library-owned films is maintained in the Readers' Adviser's Office. Periodically this is published in Branch Library Book News or in mimeographed form and sent to branches. Librarians are assisted in selecting films suited to their group activities by the Adult Group Specialist, who arranges for a member of the branch staff to preview any film desired in that branch for group showing.

RECORDS

At present the Library has two principal record collections: one at the Music Library in Manhattan, the other at the Richmond Regional Library on Staten Island. Music Library provides records for listening only; the Richmond Regional Library provides records for home use as well as for listening.

MUSIC LIBRARY - With few exceptions the record collection at Music Library consists of gifts. Occasionally, small amounts are spent from book funds to purchase records of particular interest which are likely to be available only for a limited period. Because Music Library received as gifts several large record collections, its holdings were reasonably well rounded until the introduction of long playing records. Music Library has had no funds to purchase long playing records and consequently lacks many excellent recent recordings. Until funds are available for purchase on a large scale, it is impossible to formulate a policy for buying or for circulating records.

RICHMOND REGIONAL LIBRARY - The Librarian in charge of the record collection checks regularly such publications as the following for listing of new recordings:

AMERICAN RECORD GUIDE
GRAMAPHONE SHOP SUPPLEMENT
NEW YORK TIMES
SATURDAY REVIEW

While an attempt is made to secure records of all types from jazz to classical, the librarian checks the cumulative index of record reviews which appears quarterly in the Music Library Association Notes as a guide to technical and performance aspects of new recordings. If possible he listens to these recordings at a music shop or when played over the radio, before he decides to purchase them for the collection.

Orders are placed by the librarian at a music shop where a favorable discount can be arranged. Bills are sent to Book Order Office where they are charged against the fund allocated to therecord librarian each year.

January 9, 1956

Cleveland Public Library
325 Superior Avenue, N.E.
Cleveland 14, Ohio

Gentlemen:

This will acknowledge receipt with thanks of the copy of your "Report of the Committee on Reference Collections" which you recently sent me.

Your courtesy in making this publication available to us is greatly appreciated.

Very sincerely yours,

Lionel Farber

November 18, 1955

159 Wilshire Ave.
Daly City, Calif.

Cleveland Public Library
Cleveland, Ohio

Gentlemen:

I am a member of Daly City Library Commission, which is considering the question of a book selection policy. To help us in this task, I should greatly appreciate your sending me a copy of your "Report of the committee on reference collections and charts of major subject fields with rating and future acquisition policy".

Thanking you very much,

Very sincerely yours,

Lionel Farber

CLEVELAND
PUBLIC
LIBRARY

Report of the Committee on Reference Collections

CLEVELAND PUBLIC LIBRARY

Report of the

Committee on Reference Collections

AND

CHARTS OF MAJOR SUBJECT FIELDS WITH
RATINGS AND FUTURE ACQUISITION POLICY

1949

April 12, 1949

To Mr. Clarence S. Metcalf, Director
Cleveland Public Library

Dear Mr. Metcalf:

Attached is the report of the Committee on Reference Collections, which you appointed nearly three years ago.

The completion of the report was delayed many months, for the Committee hoped a solution to conflicts in subject fields between Sociology Division and Business Information Bureau might be worked out in conferences between Mr. Mumford, Miss Wefel, Miss Schultz and Miss Vormelker. This hope has not been fulfilled, but the Committee feels that its report should be forwarded to you nevertheless.

We hope that the report will be acceptable to you and to the Board of Trustees if you decide to transmit it to the Board. It represents many hours of serious study and appraisal of the Main Library's research collections in conference with individual division heads. The charts represent the Committee's recommendations in regard to the Library's future acquisition policy for each division.

The Statement of a General Acquisitions Policy for the Library is the Committee's recommendation and is submitted for your approval and that of the Board of Trustees.

When approved, these two parts of the Report, the charts or their summaries, and the Statement of a General Acquisitions Policy, will, we hope, prove useful to the Administration, to the Librarian of the Main Library, to the Order Department and the Serials Department, and finally to the individual division heads.

May I express to you my personal thanks for the honor of appointment as the Committee's Chairman, and at the same time express my appreciation for the cooperation and support of other members of the Committee, and other Main Library division heads. It has been an experience of a life time. We have all gained a knowledge of the Library's resources we should not have had otherwise.

Special appreciation should go to Miss Frances M. Glennon of the Main Library Office for her patient and intelligent handling of the typing and other clerical problems involved in the report.

Very sincerely yours,

Florence M. Gifford

Florence M. Gifford
Chairman, Committee on Reference Collections

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COMMITTEE ON REFERENCE COLLECTIONS - REPORT TO THE ADMINISTRATION

The Committee on Reference Collections was appointed and its general functions outlined in a notice from the Director dated July 5, 1946. The membership represented the Order Department, the Serials Department, four public service divisions of the Main Library: the Literature Division for the cultural collections, the Science and Technology Division, the John G. White Division for all scholarly collections, and the General Reference Division; and the Business Information Bureau. Mr. Mumford as Assistant Director and Miss Wefel as Librarian of the Main Library were asked to sit in with the Committee.

The Committee was asked to study the major subject fields in the various reference collections; to consider what fields we should continue to build up and in which ones we should buy, chiefly, current material; and which fields we should plan to divide with other libraries in the community; to study the questions (1) of duplication of reference materials, (2) of weeding practices, (3) of periodical subscriptions and (4) of binding practices; to consider the question of purchasing reproductions, such as facsimiles and microfilms, instead of originals.

From these studies, the Committee was asked to draw up, as a recommendation to the Administration, a statement of an acquisitions policy in regard to the Library's reference collections.

The first meeting of the Committee was held on July 9, 1946, when the problems to be studied were discussed in a general way and it was decided to ask each division head to prepare a report on his or her collection following an outline drawn up by the Committee. This outline was made and discussed at the second meeting on July 17 and the four division heads on the Committee agreed to try the outline as the basis for their own reports. The outline is attached to this report as Appendix A.

The first division report was heard by the Committee on January 16, 1947, and others followed, for the most part at two weeks intervals to allow for the necessary public work and for preparation for the New Book meetings. The final division report of this first series was made June 5, 1947.

Each report, following the Committee's outline, included a statement of the reference function of that division, and evaluation, in terms listed in the outline, of each of the major subject fields; a statement of the division's present acquisition policy and any change recommended; statements of difficulties created by the classification, of fields divided between divisions, and of the extent of duplication of reference books in that division's classifications and in other classes. The section on periodicals covered the questions of subject periodicals in Brett Hall, of duplication of periodicals and of their binding. Newspaper subscriptions for divisions and their binding were also included.

At this point the Committee of nine members, including Mr. Mumford and Miss Wefel, was divided into sub-committees to study the various parts of the problem. A subcommittee of five was assigned to draw up a general purchasing policy for reference collections and to recommend the specific subject fields to be extensively developed or to be continued only on a current purchasing basis, and those which were to receive a very limited emphasis. The members on this subcommittee were Mr. Mumford, Miss Wefel, Mr. Thayer, Mrs. Monti, and Miss Gifford.

This sub-committee began its deliberations October 30, 1947. It first drew up a statement of a general acquisitions policy, which covered (1) the Library's function in the community and as a regional library; (2) the acquisition of research materials;(3) the needs of undergraduate and graduate students; (4) the purchase of reference books in foreign languages, and (5) the acceptance of gift materials. A copy is attached as Appendix B.

This sub-committee then began a study of specific subject fields in conference with the various division heads, questioning their recommendations at length in many cases. From this study a chart for each division was drawn up, indicating the subject fields, both old and new, which are to be extensively developed, those fields in which current buying was thought to be sufficient, and the fields which should have very limited emphasis. This chart indicates in each case the 1947 evaluation in terms set forth in the original outline. In each case it was submitted to the division head concerned and was approved.

A second sub-committee was assigned to study weeding problems and the preservation of copies for reference, research and historical purposes. This study will include the question, at present not permanently decided, of the location of reference copies of fiction in foreign languages. The committee's report will soon be available, we hope. It was also decided to ask another committee to study classification difficulties with Miss Eckert.

The development of the Business Information Bureau has brought with it some conflict in subject fields, primarily between the Bureau and Sociology Division. Further study on this problem is now in progress, and upon its completion we hope that the necessary administrative decisions will be made.

While the work of the Committee has suffered long periods of inaction due to other necessary administration affairs, and, admittedly, some parts of our report cannot be complete, we feel that our accomplishments are not negligible. The initial reports of the various division heads represent careful and serious appraisal of their reference collections, and the discussions of these reports by each head, first with the whole Committee and then with the smaller Sub-committee, have, we believe, brought into the open many difficulties which need solution, have increased mutually our knowledge of important subject fields in our reference collections, and have produced a statement of a general acquisitions policy which, if adopted by the administration,could form a basis for future action. The individual division charts, we hope, will be useful to each division head, to the Main Library Office, to the Order Department and Serials Department, and finally to the Administration.

The questions concerning duplication in periodical subscriptions and the location and binding of current periodicals, can probably be turned over to the Periodicals Committee, already functioning, with a statement of present practices and recommendations as found in individual division reports. See Appendix C. Appendix D lists recommendations concerning the use of reproductions for originals.

The problems not yet resolved are these:

1. The conflict in subject fields caused by the development of the Business Information Bureau has become an administrative problem to be resolved after further study.

2. The question of a subject field being divided between two divisions - (1) the circulating collection in one division, the reference collection in another; (2) by various phases of the subject - requires constant cooperation in purchasing, in cataloguing and in servicing the subject.

3. The question of location of reference copies of fiction in foreign languages: in Popular Library? (which at present has reference copies of fiction in English only); in Foreign Literature Division? (which at present has only circulating copies of such works); in Literature Division? (which at present and as a temporary measure, has a limited collection of such works); which division should assume the responsibility for making this collection?

4. Classification difficulties are many and are to be discussed in another committee, headed by Miss Wefel.

5. A uniform weeding routine is to be set up on the basis of earlier reports of division practices now in Miss Wefel's possession.

Respectfully submitted,

Marie Corrigan
Minnie S. Monti
Annie J. Oldham
Mildred Stewart
Gordon W. Thayer
Rose L. Vormelker
Emelia E. Wefel, Ex-Officio
Florence M. Gifford, Chairman

Appendix A

REPORT ON REFERENCE COLLECTIONS OF MAIN LIBRARY

The Committee on Reference Collections has been asked to draw up recommendations towards a policy concerning the Library's reference collections, to include research collections and both reference and circulating copies preserved for historical purposes, reference books for general use, periodicals and newspapers.

The Committee would like each Division Head to study the notice, issued July 5, 1946, "Main Library, Reference Collections", and signed by Mr. Metcalf, and then draw up a statement about that division's reference collections, which will serve as a basis for discussion between the Division Head and the Committee.

The points which the Committee would like to be covered in this statement are as follows:

Reference function. Please state what you consider to be the reference function of your division in relation to the rest of the Main Library.

Research collections, including reference and circulating copies preserved for historical purposes.

1. Please estimate strength and weakness in major subject fields in your collection, i.e., nearly complete, superior, very good, fair, limited, etc.
    - Nearly complete.
    - Superior: Adequate for specialized research.
    - Very good: Adequate for every day demand, coming to this Library from general reader, student, and research worker.
    - Fair: Adequate for general reader; does not meet the need of research.
    - Limited: State whether it is limited because of a division of the field between this and other libraries, or because of limited funds or small demand.
2. What is your present acquisition policy in these fields?
    - (a) With what other libraries in the community do you have a cooperative purchasing policy?
    - (b) Should there be others?
    - (c) Mention other community collections of importance in your fields.
3. Do you recommend a change in your acquisition policy?
    - (a) For what types of material would you substitute reprints, facsimile editions, or microfilms?

Reference books for general use

1. In which subject fields does the reference classification create difficulties in your division, such as, merchant marine, navigation, consumer, conservation? Specific cases are wanted.

2. What subject fields are divided between your division and others?

3. To what extent and for what reasons do you duplicate reference books?
    (a) In your division's classifications
    (b) In that of other classes

Periodicals

1. Would you like current reference copies of all periodicals in your subject fields to be in your division, those in Brett Hall being limited to the general field?
    (a) What exceptions would you make?

2. Would you be willing to have the current files of your subject periodicals in Brett Hall only?
    (a) What exceptions?

3. To what extent do you duplicate periodicals classifying in other divisions?
    (a) How many titles?
    (b) In what fields?

4. Please make as specific a statement as possible of your policy in regard to binding your periodicals:
    (a) Those indexed?
    (b) Local?
    (c) Other categories?
    (d) What changes in binding policy would you recommend?

Newspapers

1. What policy do you follow in subscribing to newspapers?
    (a) Largely for current demand by readers?
    (b) For possible reference use?
    (c) Any planning for regional coverage?
    (d) For clipping?
    (e) Do you recommend any policy change?

2. What is your binding policy?

3. What changes in binding policy do you recommend?

4. Can microfilm copies replace bound files? Please comment.

Further comment

Appendix B

STATEMENT OF A GENERAL ACQUISITIONS POLICY

FOR THE CLEVELAND PUBLIC LIBRARY

A PEOPLE'S LIBRARY

The Cleveland Public Library must be primarily a people's library, in both its reference and its circulating collections. We must give special attention to the interests of Greater Cleveland, including the interests of its diversified industries and the cultural interests of its various nationality groups.

While our largest service must be on the popular level, we must also be prepared to serve the varied research needs of the community.

A REGIONAL LIBRARY

The large number of requests for reference service coming to this library from individuals and libraries throughout Ohio, outside the city of Cleveland, suggests that the Cleveland Public Library is, in fact, serving as a regional library and is so recognized throughout the state, though it receives funds from the intangible tax on a county-wide basis only. In most cases, the requests indicate that resources available to the inquirers are quite inadequate. As the largest library in this area, the Cleveland Public Library feels a responsibility for giving this service, but at the same time suggests that there is an urgent need for the State to set up a regional system of library service in Ohio, and to provide additional funds to those libraries designated as regional centers.

RESEARCH COLLECTIONS

In our acquisition of research materials, the needs of the whole Library and the relation of individual collections to the whole collection, must be kept in mind. Also, existing collections elsewhere, their accessibility and the possible use of reproduction facilities, must be considered.

The research collections already acquired have brought considerable prestige to the Library, and should be generally maintained. However, the continued extensive expenditure of public funds for rare and seldom used books may well be questioned. In certain fields it would seem that we could cease "building up" with older materials and continue current buying. Future emphasis on scholarly acquisitions, in view of the serious limitation in our book funds and in space, must be in line with proved or anticipated use. Decision to purchase in response to individual requests must be in accord with our general purchasing policy.

In most fields which we cannot develop extensively, we aim to acquire basic materials and important bibliographies, and other reference tools, such as union lists and surveys of library resources, by which readers may be directed to larger collections. In certain fields well-covered in other accessible collections, our acquisitions should be limited. Examples are medicine and law.

SCHOOL AND COLLEGE USE

The general student use of the Library, whether on the high school or college level, can hardly be questioned. Well-informed students are likely to be good future citizens and as such deserve the Library's welcome and use of its facilities. This is not meant to suggest that the public library should assume all responsibility for college student needs. The college library should provide for its students a working collection containing adequate copies of reference tools which are used over and over by large groups of students. The public library cannot undertake to meet the demands for large class assignments which tend to monopolize the facilities of the Library to the detriment of its use by the general public.

The purchase of expensive items to meet the needs of graduate students or faculty should not be considered apart from the acquisitions policy of the Library.

BOOKS IN FOREIGN LANGUAGES

Encyclopedias and dictionaries should be obtained in many languages. Other books in foreign languages should be added to reference collections only when the book or the author has attained wide recognition, or the book represents original research in a field already being developed in this library, or in a new field in which we shall probably decide to build. Especially in the fields of science and technology, the newest research is often reported in other languages before it appears in English. Wherever possible, an English translation, if authoritative and well reviewed, is to be preferred.

In creative literature, we should buy in the original foreign language, as well as in translation, only those works which are outstanding or representative. Purchase of English language works in foreign translation should be very selective, emphasizing worth of the author and individual title, the main use of these translations being in circulating collections.

GIFT MATERIAL

Gift material should be accepted in fields which we are developing, and individual titles of merit in other fields. The good will of the donor must also be a consideration.

Appendix C

LOCATION OF CURRENT REFERENCE PERIODICALS AS RECOMMENDED IN DIVISION REPORTS

Philosophy and Religion	In division, with certain titles of general interest left in Brett Hall
Sociology	In division
History, Biography and Travel	In division
Science and Technology	In division, with a few digest magazines left in Brett Hall
Business Information Bureau	In division
Fine Arts	In division, but lacks space. Leave sporting magazines in Brett Hall. Need current photographic and motion picture magazines which are later bound
Literature	In division as at present
General Reference	In division as at present
Municipal Reference	In division

BINDING OF PERIODICALS AS RECOMMENDED IN REPORTS

	Indexed	Local	Other
Philosophy and Religion	Bind	Bind or boards	Important ones in subject field.
Sociology	Bind	Bind the worthwhile ones	
History, Biography and Travel	Bind	Bind Cleveland and Ohio	On basis of reference value.
*Science and Technology	Bind including those likely to be indexed		Those not in this area according to Union List and Chemical Abstracts.
Business Information Bureau	Bind	Bind	Of subject value or only title in field.
*Fine Arts	Bind	Bind Cleveland and Ohio	News magazines in fields; those of special subject interest.
Literature	Bind		Of permanent interest in field.
General Reference	Bind	Bind, if of permanent value	Bibliographical ones of future value. Foreign language book reviewing magazines.
Municipal Reference	Bind		

*Opposed to substitution of boards for binding

It is recommended that this list of excerpts be turned over to the Periodicals Committee for final decision.

Appendix D

SUBSTITUTION OF REPRODUCTIONS FOR RARE ORIGINALS

Recommendations from Division Reports

History	Need reprints to protect British history source materials against their use by entire Freshman Class at Mather College.
Fine Arts	Reprints and facsimile editions acceptable only when originals are not available, i.e. standard German publications in music, now reproduced by a photographic process in this country. Microfilm only of rare works for the occasional student, possibly of rare art and music magazines.
Science and Technology	Reprint or microfilm as useful as the original in most cases.
Business Information	Microfilm might be considered for old corporation reports. Not yet very practical.
Philosophy and Religion	No microfilms at present. Facsimiles of rare items are satisfactory.
Sociology	No comments.
Literature	Many reprints and facsimiles of early and expensive items are used.
Brett Hall	No comments.
John G. White	No comments.
General Reference	Facsimile and reprints of valuable materials should be provided for undergraduate students. Microfilms of newspapers and magazines and improved reading machines for long research projects since using microfilms is hard on the eyes.

MAIN LIBRARY REFERENCE COLLECTIONS

CHARTS INDICATING FUTURE ACQUISITION POLICY

AS RECOMMENDED BY COMMITTEE ON REFERENCE COLLECTIONS

1946 - 1949

Policy terms are defined as follows:

"Build Extensively", including both current buying and purchase of older items to round out the collection.

"Selective Current Acquisition", both for present use and permanent reference needs. This does not exclude the occasional purchase of important older items if justified on the basis of need and of cost.

"Very limited", receiving little or no emphasis. This does not exclude occasional purchasing.

Rating terms are defined as follows:

"Nearly complete".

"Superior": Adequate for specialized research.

"Very good": Adequate for the ordinary demand from general reader, student and research worker.

"Fair": Adequate for general reader, but does not meet the need of research.

"Limited": Limited because of a division of the field between this and other libraries, or because of limited funds or small demand.

GENERAL REFERENCE DIVISION - FUTURE ACQUISITION POLICY

SUBJECT FIELDS

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Bibliography	Superior	Bibliography, Practical	Very good		
History of the book	Superior				
Printing, Early	Superior				
Binding, Fine	Very good				
Illustrated books	Very good				
Publishing	Fair				
Private presses	Very good				
National					
Early periods	Very good	National bibliography			
American and British	Superior				
European; French, German, Italian	Superior	European: Minor countries, as gifts	Fair		
Russian	Limited				
Latin America	Very good				
Mexico	Superior				
Pacific area	Limited				
Library general catalogs	Superior				
Book rarities	Superior				
Dealers catalogs	Very good				
Catalogs of collections	Superior				
Library collections	Superior				
Periodicals and serials	Superior				
Subject bibliography					
Incunabula	Superior	Bibliogs. of dissertations	Very good	Bibliogs. of mss (most in JGW)	Limited
Book rarities	Superior				
Auction prices (Amer. Brit. Discontinue Fr. and German)	Superior				

GENERAL REFERENCE DIVISION - FUTURE ACQUISITION POLICY

SUBJECT FIELDS

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Subject bibliography (continued)					
Modern first editions	Nearly complete				
Individuals	Nearly complete				
Periodicals & Serials, esp. Union lists	Nearly complete				
Newspapers, esp. Union lists	Nearly complete				
Government publications	Complete				
Library Science	Superior				
Methods	Superior				
Administration	Superior				
Surveys	Superior				
Serials, incl.periodicals	Superior				
Annual reports (only those of large libraries kept)	Superior				
Learned Societies as subject	Very good	Museums as subject (only in general field)	Fair		
Periodicals as subject	Very good				
History	Very good				
Directories	Very good				
Bibliography	Superior				
Union lists	Superior				
Journalism as subject					
History	Very good				
Directories	Very good				
Union lists	Superior				

GENERAL REFERENCE DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Forms of materials		Forms of materials			
Encyclopedias & dictionaries (exc. Oriental, in JGW)	Superior	Enclopedias & dictionaries in several subject fields	Very good	Subject encycs in very special fields	Limited: in sub ject divs.
Biographical encyc. & Who's who's	Superior				
Handbooks	Superior	Yearbooks; see also statistical in B.I.B.	Very good		
Professional directories	Very good				
Almanacs (Representative early)	Very good	Almanacs (new titles)	Very good		
Periodical sets	Very good	Congressional bills, reports, hearings and documents	Nearly complete		
General (esp. those indexed)					
Indexes	Superior				
Newspapers		Newspapers (London Times, N.Y. Times, Chr.Sci.Mon.)	Very good		
(Local files (in Newspaper Room)	Very good				
Indexes	Very good	Newspapers on microfilm (selected list of cities to be investigated)	Fair	Microfilms	Limited
Maps and Atlases					
Great Lakes	Superior				
Early	Very good				
Army Map Service maps	To be completed	Maps and Atlases (General)	Very good		
Gazetteers	Very good	Historical atlases	Very good		
Society Pubns. (General)	Very good	Society Pubns.			
Italian	Superior	Spanish (Spain)	Very good		
French	Very good				
German	Very good				
Heidelberg	Complete				
Leipzig	To investigate				
Munich	" "				
Vienna	" "				
St.Petersburg	" "				
Latin American (General) See History Div. for those in its fields	Fair				

GENERAL REFERENCE DIVISION - FUTURE ACQUISITION POLICY

SUBJECT FIELDS

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Univ. studies (Gen.) Amer. esp.	Very good				
City directories (back files as gift exchange) (wider coverage)	Very good	Telephone directories (wider coverage)	Very good		
Book plates as subject Autographs as subject	Very good Fair	Autographs (generally as gifts)	Limited	Bookplates as collection	Limited

PHILOSOPHY & RELIGION DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Psychology; see also Soc.Div.	Superior	Philosophers' works (in English when possible)	Very good	Oriental philosophers; in JGW)	Very limited
Marriage and family; see also Soc. Div.	Superior	Mystics and mysticism	Very good	Prostitution Walton collection of documents	Fair
Bible (important editions and books about)	Very good	Logic	Very good	Religious education (generally for circulation)	Fair
Reformation (also in Hist.Div.	Superior	Ethics	Very good		
Patrology	Superior	Religion, Philosophy of	Very good		
		Religion, History of (also in JGW)	Very good		
		Liturgy and ritual	Superior		
		Sects and denominations	Very good		
		Theology (transfer older titles from circulating)	Very good		
		Lives of Christ	Very good		
		Devotional reading outstanding authors	Very good		
		Sermons	Very good		
		Canon Law	Very good		
		Missions	Very good		
		Church history	Very good		
		Judaica (also in JGW)	Fair		

SOCIOLOGY DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Sociology					
Theory and practice	Superior				
Social problems	Superior				
Social service	Superior	Criminology	Superior		
Social psychology	Superior				
Family; see also Phil. & Rel. Div.	Superior				
Political science					
Government	Superior				
Conservation (in general, & as government function) see also Tech. Div.)	Very good				
Public administration	Superior	Civil service, Local & federal			
American; see also MRm	Nearly complete		Fair		
Constitutional history; see also History Div.	Very good				
Serials, esp. American & British	Superior				
*Public finance, see also B.I.B. & MRm	Very good				
Taxation, History and theory	Very good				
Negro (since Civil War)	Superior	Slavery. WRHS & Oberlin collections extensive	Very good		
Immigration (esp. U.S.), incl. Migration	Superior				
		Race problems	Very good		
Nationality Groups, Local & U.S.; also in Hist.Div.	Superior				
*Economics, (incl. B.I.B.)	Very good	Economic geography	Very good		
Economic histories of countries	Very good				

*Allocation of subject not yet decided.

SOCIOLOGY DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Guilds	Very good				
*Labor: history & social aspects; see also B.I.B.	Superior				
Law					
History & philosophy	Very good				
Codes & statutes - U.S., Ohio, Canada; England (through 18th century)	Very good				
Court reports U.S. Supreme Court, and Ohio Courts	Nearly complete	Canada dominion statutes (not provincial)	Complete for current code	Canadian law (exc. Statutes)	Limited
Opinions of Attorneys General U.S. & Ohio	Nearly complete	Parliamentary papers (1929 to date)	Fair		
Trials	Very good				
Periodicals - Representative collection	Very good			Text books (as gifts)	Fair
*Industrial legislation	Very good				
International law & relations (nearly everything in English) (important docs. in any language)	Superior				
Treaties	Superior				
International relations society pubns.	Superior				
Foreign service (as government function; also in Hist.Div.	Very good				
Military uniforms; see also Fine Arts	Very good	Military (in general): Army & Navy) (Coast Guard in B.I.B.; Engineers Corps in Tech.)	Fair		
Navies, History of; Hist. Div. has Naval history of U.S., etc.	Very good				

*Allocation of subject not yet decided

SOCIOLOGY DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Hospitals History	Fair	Hospital administration (in general)	Very good		
Women, Status of	Nearly complete				
Freemasonry	Fair	Fraternal orders (in general)	Fair		
				Folklore (chiefly circ.) JGW collection extensive)	Limited
				Marriage customs (chiefly circ.)(JGW collection extensive)	Limited
Etiquette	Very good				
*Education	Superior	Education		Educational tests	Limited
Alumni directories	Fair	Vocational guidance	Nearly complete		
Psychology	Superior				
History, in general	Superior	Courses of study (Schools doing significant work)	Limited		
College histories	Very good			College fraternities (as gifts)	Limited
Methods (Elementary & secondary)	Superior				
Audio-visual methods	Nearly complete	Annual reports (same as above)	Limited		
Serials indexed in Education Index	Very good	College cats. (incl. foreign	Very good		
		Prep school cats.	Fair		
		Alumni periodicals (as gifts)	Fair		

*Bd. of Educ. Lib. is for teachers and is closed evenings and Saturdays.

BUSINESS INFORMATION BUREAU - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Business Conditions					
U.S.	Superior				
Regional (Federal Reserve Districts)	Complete				
Local	Complete				
British	Very good				
Other foreign	Very good				
Business cycles	Superior				
		Real Estate	Very good		
Banking and finance (including Securities)	Superior				
Local	Superior	Foreign bank reports (wide coverage)	Fair		
Statistics (including other divisions)	Superior	State banking reports (Probably limit to nearby states)	Fair		
U.S.	Superior				
Census (including other divisions)	Nearly complete				
Great Britain (including Sociology Division)	Very good				
Canada	Very good				
Consumer; (also in Soc. Div. & Tech. Div.	Superior				
*Taxation; (also in Soc.Div.)	Superior				
Corporation data					
U.S.	Superior				
English	Very good	Foreign corporation data	Fair		
Canadian	Very good				
Industry Studies	Very good				
Prices	Superior				

*Allocation of subject not yet decided

BUSINESS INFORMATION BUREAU - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Public Utilities	Very good				
*Tariff	Very good				
*Commercial law	Fair				
Insurance	Superior				
World Trade	Superior	Merchant Marine	Very good		
*Navigation; (also in Tech. Div.)	Very good				
Transportation	Superior				
Communication (including Radio broadcasting, Television, Telephone and Telegraph, *Postal service) See also Tech Div. for technical aspects	Superior				
Office Management and Procedures	Superior	Shorthand, (Historical) as gifts	Fair		
Printing, Practical	Superior				
Graphic Arts File	Superior				
Specimens File	Superior				
U.S.; see also Gen.Ref.	Superior				
Foreign; see also Gen.Ref.	Very good				
Presses; see also Gen.Ref.	Superior				
Accounting in Special Fields	Fair	General accounting	Superior		
General Business Organization and Management	Superior				

*Allocation of subject not yet decided

BUSINESS INFORMATION BUREAU - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Distribution and Market Research (including wholesale and retail trade, advertising and selling)	Superior				
Traffic Management	Very good				
Credits and Collections	Superior	Small business operation	Superior		
Management and Administration					
U.S.	Superior				
Great Britain	Fair				
Canada	Fair				
International	Fair				
*Labor relations; see also Soc. Div.	Superior				
Industrial Organization (including Personnel Administration, Time Study, Job Evaluation, etc.)					
U.S.	Superior				
Great Britain	Fair				
Other	Fair				
Forms of material					
Trade directories	Superior				
Commercial Services	Superior				
Trade catalogs	Fair				
Research organization publications	Very good				
Collegiate Schools of Business publications	Superior				
House Organs	Very good				

*Allocation of subject not yet decided

MUNICIPAL REFERENCE LIBRARY - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Public finance, Municipal	Very good	Public administration, Technical aspects; see also Soc. Div.	Very good	Real estate & public utility appraisal	Fair
Public administration		Public health; see also Tech. Div.	Fair	Criminology	Fair
Municipal	Very good	Food and drug sanitation	Very good	Juvenile delinquency	Fair
Police and fire administration (incl.technical aspects)	Very good	Bridge, highway construction (basic materials); see also Tech. Div.	Very good	Landscape architecture	Fair
Public personnel administration and Civil Service, see also Soc. Div.	Very good	Water works	Very good		
Local government	Very good	Refuse and sewage disposal	Very good		
City planning and zoning	Very good				
Recreation and playgrounds	Very good				
Street and highway traffic	Very good				

SCIENCE AND TECHNOLOGY DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Bibliography of Science & Technology	Very good			Mathematics (chiefly circ.)(WRU & Case)	Limited
History of Science	Very good	Astronomy (popular material) (Case Observatory collection extensive)	Fair		
Physics	Superior			Medicine (chiefly circ.) (Medical Library)	Fair
Electricity	Superior	Botany (popular material)(Museum of Natural History collection extensive)	Very good		
Radio ;see also B.I.B. for commercial aspects	Superior				
Chemistry	Superior			Biology (WRU)	Limited
Atomic Energy	Superior	Zoology (Museum of Natural History collection extensive)	Fair	Pharmacy (WRU)	Limited
Geology of U.S.	Superior				
Hemisphere	Very good				
Patents (Swiss & Russian needed)	Superior	Paleontology, see Archaeology in Hist. & JGW Divs.	Limited	Dentistry (WRU)	Limited
Specifications	Superior			Veterinary (chiefly circ.)	Fair
Health	Very good	Medical history	Very good		
Engineering	Superior	Public health	Very good		
Boat building	Very good	Nursing	Very good		
Aviation	Very good				
Firearms	Superior				
Automobiles	Superior				

SCIENCE AND TECHNOLOGY DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Agriculture	Very good			Agriculture Latin America (chiefly as gifts)	Limited
U.S. & individual states	Superior				
Conservation; see also Soc.Div.	Fair				
Raw materials	Superior				
Domestic economy	Very good				
Chemical technology	Superior				
Plastics	Nearly complete				
Metals	Superior				
Textiles; see also Fine Arts Div.	Very good	Handicrafts; see also Fine Arts (reference copies of all in Lovell's Index)	Very good		
Construction	Very good				
Concrete	Very good				
Heating and ventilating	Very good				
Periodicals in Engineering Index, Chemical Abstracts	Very good			First editions of a few great classics	Limited

FINE ARTS DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
History of Art	Superior				
Folk Art (exc. primitive, in JGW, & the Oriental, in Museum of Art)	Nearly complete				
Art Museum Publications (in fields we develop)	Very good				
Landscape art	Superior	Gardening (in general) (Garden Center collection extensive)	Very good		
Gardens, History of	Superior				
Architecture	Superior				
American	Nearly complete	National Parks (History & as subject)	Very good		
Sculpture (all important books in any language)	Superior				
Ceramics (exc. primitive, in JGW, & Oriental, in Museum of Art)	Very good				
Glass				Museum glass	Limited
American	Very good				
English-Irish	Very good				
Swedish	Very good				
Silverware		Silverware, Foreign	Fair		
English & American	Very good				
Drawing: Masters	Superior	Drawing: Modern Works	Very good		

FINE ARTS DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Antiques in general	Very good	Antiques Auction catalogs, (only important ones)	Fair		
Design	Superior				
Textiles; see also Tech.Div.	Superior				
Historical	Superior				
Weaving (all languages)	Superior	Arts and crafts (Silverware, jewelry,pottery etc.)(Handbooks in English)	Very good		
Embroidery (all languages) (Includes library of Needlecraft Guild of Cleveland)	Superior				
Costume (Military uniforms, see Soc. Div.)	Superior				
Furniture and Interiors	Superior				
English & French	Superior				
German, Spanish, Italian, Scandinavian	Very good				
Painting (exc.Oriental, in Museum of Art)		Painting Representative moderns	Superior		
American Art, incl. Latin America	Superior	Prints:Literature (Original prints by Cleveland artists only) Museum of Art collection extensive)	Fair		
Masters of all countries	Superior				
Illuminated mss. (Oriental and early European in JGW)	Superior				

FINE ARTS DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
		Photography			
		Methods	Very good		
		Examples (only the best)	Very good		
Music: Scores and literature	Superior	Recordings	Very good		
Complete works	Very good				
Theatre		Theatre: Programs from select list. Older material as gift			
History	Very good		Fair		
Biographies	Very good				
Baseball (Mears Baseball Collection)	Nearly complete	Sports	Very good		
Philately (Garfield-Perry Stamp Club Collection)	Superior	Games (Indoor & Outdoor)	Very good		
Picture collection	Superior				

LITERATURE DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Language in general	Very good	Languages, except English, Latin, classical Greek	Limited		
Philosophy and history					
Periodicals					
Transactions of societies					
English language	Very good	Universal and Artificial languages such as Basic English and Esperanto	Fair		
Etymology, grammar, usage, vocabulary					
Latin and classical Greek	Very good				
Language and literature (in the original and in English translation)					
Oratory and public speaking	Very good				
(Methods and works)	Very good				
Serials	Very good				
Writing as craft	Very good				
Literature	Superior				
History					
Criticism					
Serials					
Creative literature					
Poetry	Superior			Asiatic literature (in JGW)	Limited
Plays, Literary and professionally produced	Superior	Plays, skits, monologs etc. for amateurs			
Shakespeare	Superior		Very good	Textbooks	Limited
Essays	Very good				
Fiction (shelved in Popular Library)	Fair	Radio scripts	Limited	Foreign translations of literature in English	Limited
Literary biography	Superior				
Satire and humor	Very good				

HISTORY, BIOGRAPHY & TRAVEL DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Archaeology, Ohio & S.W.	Very good	Archaeology		Archaeology, Classical (In WRU)	Fair
		European, incl. British	Very good		
		U.S.	Very good		
		Also in JGW & Technology			
Genealogy					
British	Superior			Family histories only as gift	Fair
Parish registers	Superior				
Serials	Very good				
Place names	Very good	Geography	Fair		
English	Superior				
Heraldry	Superior				
Voyages, also in JGW	Superior				
Arctic & Antarctic explorations	Very good				
Travel		Travel (in general)	Superior	Travel, Oriental previous to 1900, in JGW	Limited
Sources	Superior				
Great Lakes & Ohio	Superior				
Latin America, 19th Century	Very good				
History		History			
Ancient & medieval (esp. basic materials)	Fair	Scandinavian	Fair		
		Netherlands			
Great Britain in 17th & 18th centuries	Superior	Sources	Superior		
		Balkans	Fair	History, Oriental previous to 1800	Limited
Local histories	Superior	The Orient beginning 1800 (JGW has earlier periods)	Fair		
Serials	Nearly complete				
Ireland	Very good				
France, Normandy, Brittany, Gascony (in general)	Superior			History French-Revolution and Napoleon (In WRU & WRHS)	Fair
Memoirs	Nearly complete				
Medieval period (in general)	Superior				

HISTORY, BIOGRAPHY & TRAVEL DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
History (continued)		History (cont'd.)			
Italy, esp. Risorgimento & Cavour periods	Superior				
Serials	Superior				
Russia, esp. periods of Peter the Great & revolutions since 1825	Superior				
Latin America	Superior	Latin America, in general	Superior		
Sources & serials	Superior				
Caribbean area	Superior				
Germany		Germany, in general	Very good		
Sources with international ramifications	Very good				
Austria (to be surveyed)	Fair				
Portugal	Very good				
1400-1600	Very good				
Spain		Spain, in general esp. 19th century	Very good		
16th & 17th century	Very good				
Revolutionary periods	Very good				
Philippines	Very good	Pacific area,exc. Philippines	Very good		
South Africa (to 1800 in JGW)	Fair	Egypt, beginning 1800. Explorations in JGW	Very good		
Canada, esp.Great Lakes & Eastern provinces	Superior	Canada, exc.Great Lakes & Eastern provinces	Fair		
United States		United States Colonial & Civil War in general	Very good		
Sources & serials	Superior				
Great Lakes	Superior				
Ohio & Northwest territory	Superior	Iceland	Fair		
Cleveland		Greenland	Fair		
Sources & serials	Very good				
Picture collection	Very good				
World War II	Very good				
Underground	Very good				

HISTORY, BIOGRAPHY & TRAVEL DIVISION - FUTURE ACQUISITION POLICY

BUILD EXTENSIVELY	RATING '47	SELECTIVE CURRENT ACQUISITION	RATING '47	VERY LIMITED	RATING '47
Biography, except in special subject fields		Biography, Collective (See Gen.Ref. Div. & Subject Div. fields)	Very good		
American	Very good				
Political	Very good				
Cleveland: Standiford Collection of portraits	Very good				

JOHN GRISWOLD WHITE COLLECTION - FUTURE ACQUISITIONS POLICY

BUILD EXTENSIVELY	RATING '47
Bibliography	Superior
Manuscripts	
Catalogs	Nearly complete
Chess	Superior
British India	*
Persian	Superior
Moso (W. China)	*
Incunabula	
Chess	Superior
16th Century Books	Very good
Languages	
Grammars and dictionaries	Fair
Linguistic index	Superior
Paleography	Very good
Religion	
Bibles and texts in Oriental and primitive languages	Fair
Buddhism	Very good
Sikhs	Superior
Judaica, incl. Klein Collection	Fair
Mohammedanism	Superior
Koran	*
Chinese	*
Folklore	*
Fables, esp. Reynard the Fox	Superior
Chap-books and broadsides	
English	Very good
American	Fair
Others	Superior

* - Outstanding: at or almost at top of U.S.

JOHN GRISWOLD WHITE COLLECTION - FUTURE ACQUISITIONS POLICY

BUILD EXTENSIVELY	RATING '47
Folklore (continued)	
Proverbs	*
Early English	Fair
Romances	Superior
Robin Hood	*
Arabian Nights	*
Gypsies	Superior
Archaeology, Oriental	Superior
Reproductions of Mexican and Mayan mss.	*
Seychelles Islands	Superior
Chess and checkers, to include every edition of every title	*
Rabelais	Superior
Tegner	*
Castiglione	Superior
Literature	
Medieval	Superior
Middle English	Very good
Old French	Superior
Middle High German	Superior
Folk songs	
German	Superior
French	Superior
Italian	Superior
English ballads	Superior
Icelandic and Old Norse	Superior
Oriental languages and literature	Superior
Serials	Superior
Indic	Superior
Sanskrit	Superior
Sinhalese	Superior

* - Outstanding: at or almost at top of U.S.

JOHN GRISWOLD WHITE COLLECTION - FUTURE ACQUISITIONS POLICY

BUILD EXTENSIVELY	RATING '47
Literature (continued)	
Oriental languages and literature (continued)	
Avestan	Superior
Persian	Superior
Rubaiyat of Omar Khayyam	*
Syriac	Superior
Arabic	*
Finno-Ugric	
Jagataic Turki	Superior
Dravidian	Very good
Chinese	
Texts, Representative	Very good
Translations and Western editions	Superior
Japanese	
Texts, Representative	Very good
Translations and Western editions	Superior
Tibetan	Very good
Burmese	Very good
Malay	Very good
History, Oriental, before 1500 A.D.	
Egypt	Superior
Babylonia	Superior
Mongols and Turkish tribes	*
China	Very good
Tibet	Superior
Turkestan	Superior
Arabia	Nearly complete
India	Superior
Ethiopia	Very good
Madagascar	*
American Indians	Fair
Dutch East Indies	Very good
Serials	Superior

* - Outstanding: at or almost at top of U.S.

JOHN GRISWOLD WHITE COLLECTION

Special collections under supervision of this division
- Cleveland Author collection
- Cleveland Imprint collection
- Cleveland Press Club collection
- Cleveland Public Library Original collection
- Gries, Robert H., Sports collection (Derrydale Press books)
- Gries, Robert H., Tobacco collection
- Hanna, Howard M., collection
- Haskell, Mrs. Coburn, collection
- Irish collection
- Judaica memorial collections
- Klein, Alan Edward, collection
- Manx collection
- Mears Baseball collection

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November 18, 1955

159 Wilshire Ave.
Daly City, Calif.

Indianapolis Public Library
Indianapolis, Indiana

Gentlemen:

I am a member of the Daly City Public Library Commission and we are considering the question of a book selection policy. To assist us in this task it would be greatly appreciated if you would send me a copy of your "Book selection policy".

Thanking you very much,

Very sincerely yours,

Lionel Farber

December 16, 1955

Miss Doris M. Plummer
Office Manager
Indianapolis Public Library
40 E. St. Clair Street
Indianapolis 4, Indiana

Dear Miss Plummer:

Your copy of the Book Selection Policy is being returned to you today under separate cover.

Your cooperation in making this interesting document available to us is very greatly appreciated. I am sure it will prove very useful to us in our study of the problem.

Thanking you again,

Very sincerely yours,

Lionel Farber

INDIANAPOLIS PUBLIC LIBRARY
40 EAST ST. CLAIR · INDIANAPOLIS 4, INDIANA · MELROSE 4-4551

MARIAN McFADDEN
Director of Public Libraries

November 22, 1955

Dr. Lionel Farber
159 Wilshire Ave.
Daly City, California

Dear Dr. Farber:

In reply to your request of November 18th, we are mailing you under separate cover a copy of our BOOK SELECTION POLICY.

We must ask you to return this after 30 days as we have had so much demand our supply has dwindled to several copies for loan purposes only.

Sincerely yours,

Doris M. Plummer

Doris M. Plummer
Office Manager

BOOK SELECTION POLICY

INDIANAPOLIS PUBLIC LIBRARY

This Book Selection Policy Statement is a compilation of the ideas and words of many people. It is also, in part, the written expression of the opinions of the staff of the Indianapolis Public Library as gleaned from the group meetings held during the winter of 1952-53.

The basic structure of the statement is built on that of the Enoch Pratt Public Library, for many of its policies have been generally accepted in most libraries for years and are being followed by our book selectors up to the present time. These, therefore, we have used without changing as we have also used certain statements made by the Director and Assistant Director in their written discussions on the subject.

For the rest, we have tried to state, in our own words, the policies of Book Selection which will provide materials for the use of the patrons of the Indianpolis Public Library.

The Book Selection Policy Committee

Mary Fishback
Emilouise Statz
Catherine Sullivan
Marjorie True
Ruth Wilson
Esther Thornton, Chairman

June 10, 1954

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1

GENERAL PRINCIPLES OF SELECTION

A. Objectives of Selection

The Indianapolis Puvlic Library provides, on equal terms, free service to all individuals and groups in the community, both children and adults. Since its income is derived from taxes paid by the citizens of Indianapolis, it believes that its first duty is to try to provide all types of library material which will satisfy the needs of all the people who help pay for its upkeep.

To perform this duty the Library believes that its three main functions are: (1) To provide recreational reading; (2) to provide the means for informal education and tools for formal education; and (3) to provide an orderly storehouse of recorded thoughts, knowledge, and deeds.

It is, of course, difficult to define the term "recreational reading." It might be said to be that reading which is done in one's leisure time, for pleasure only. However, the same book, or type of book, does not give pleasure to everyone. It may be fiction for some, travel for others, biography or history for still others. Therefore, the Library, as a public institution, feels that it should try to have a well-rounded collection of recreational reading to satisfy these different desires, always with the understanding that this reading material will be the best of its kind that can be selected.

Providing the means for an informal education needs little explanation. The Library believes in the importance of both basic, permanent-value books and timely, current-value materials on urgent public issues. It believes that such material is of vital importance in building an informed citizenry, and it believes that providing this material is a very definite part of a library's program. It believes that it should assist the informal student with the best material available in his chosen subject. Also, to serve these patrons, it works with business, industry, labor, the churches, and professional and civic organizations to provide for the particular needs and interests of the community.

It has long been considered the duty of a public library to be of assistance to the formal student, the one who is attending a school or university. The Library believes it should serve these students as a source of supplementary reading matter, only. It does not attempt to provide formal texts, as such, though some may be purchased for the important facts and information contained in them for the general reader; nor does it pretend to be a research library for the special student. It does try to provide most reference tools needed and most classics which are required reading, though it makes no attempt to provide enough copies of any one title for an entire class.

As for the third function, the idea of a library as a "storehouse of recorded thoughts, knowledge, and deeds" is universal and has been the aim of libraries throughout the years. With this idea in mind, book selectors must consider the needs of future patrons as well as present ones. It is the policy of the Library to preserve the best of its collection for this purpose.

B. Problems of Selection

In striving to reach these objectives the Library, unfortunately, must work within certain limits. There is a library budget, of course, and only a part of it is used for books and other media of communication. Also, there is a limited amount of space for housing this material. Because of these two very important facts, a great responsibility is placed upon the members of the library staff whose duty it is to select and provide this reading matter.

Therefore, these librarians, trained in their profession by schooling and by experience, must set up standards for the Library whereby they can choose only the best of all printed matter. It is not their duty to censor any publication nor to attempt to say that a certain book should not be read. If a book is not chosen for the Library's collection it has been excluded because it does not measure up to the Library's standards; because the Library already has adequate coverage in the subject; or because of budget limitation.

In brief, books and other published material on all subjects are chosen if they have literary value and/or present true facts; if the Library has need for better and newer material on the subject; and if the particular budget allocation permits.

There are many reasons why this is a colossal task for the book selectors. First, there is the vast amount of material now being published. This problem is not confined to books alone. Pamphlets, government documents, newspapers, periodicals, films, and recordings all enter into the picture. Automatically, selectivity becomes an enormous task, for ideal selection would mean examination of all material in all media in order that the best, and only the best, be obtained.

A second reason is the increasing demands of readers. As communication opens up more and more fields of knowledge to the "average man," his interests become more varied. The Library no longer serves only the student or research worker on the one hand and the recreational reader on the other. There are also the plumber, the gardener, the accountant, the business man, the housewife, the hobby-rider, and a host of others, all needing specific books in specific fields. Such interests do not necessarily increase circulation statistics, but they do create a demand for many types of material.

Other influences to be reckoned with are the pressure groups. This factor prevalent in modern, democratic living must be considered in the field of Book Selection. There are the "anti" groups, which must be resisted in the name of free speech and free thought, and the often vociferous groups who demand what they want to read regardless of whether their choice would be for the good of the whole. Such for instance are the mystery readers, who are never satisfied. Closely allied to this is the pressure from the individual who wants a book purchased because he has need of it. In so doing he is merely exerting his right as a free, tax-paying citizen. Book Selection enters into his request because it must be determined whether the ultimate use of the book will be of value to a larger group or whether it will merely satisfy some personal desire of the moment.

All of these problems are of great concern to the conscientious librarian. They must be met and solved in some manner. To aid in this solution the Library, having already determined its chief functions, must set up a book selection policy which will provide the reading matter necessary to the achievement of those functions.

C. Responsibility for Selection

Ultimate responsibility for book selection, as for all library activities, rests in the Director, who operates within the framework of rules set up the Board of School Commissioners of the City of Indianapolis. However, the usual sources from which most orders originate are: Book Selection Committees for Children, for Young People, and for Adults; the Head of the Reference Department; and the Heads of the Special Subject Departments. These Department Heads are responsible for selecting all books in their special subject fields, except that material controversial in content is submitted to the Adult Book Selection Committee accompanied by the recommendation of the Head.

The Book Selection Committee for Children is made up of six or seven members, three of whom are permanent members; namely, the Head of Riley Room for Children, the Head of Schools Division, and the Supervisor of Work with Children, who acts as chairman. The other three or four members are Branch Children's Librarians, who serve for one year.

The Book Selection Committee for Young People is made up of two librarians from the branches, the librarian in charge of the Young People's Section at Central, and the Head of Holladay Branch for Young People. The Supervisor of Work with Children is an ex-officio member of the Committee. One of the committee serves as chairman each year.

The Book Selection Committee for Adult Books consists of seven members, three of whom are permanent members: namely, the Head of the Extension Department, the Supervisor of Branches, and the Head of the Circulation Department, who acts as chairman. The other four members are chosen by the Director on a rotating basis, two from the Central staff and two from the Branch staff, for a term not exceeding two years.

The function of this committee is to select for purchase titles in the following categories:

1. Fiction
2. Non-fiction for general reading and recreation; for example, travel and biography, humor, collections of short stories, familiar essays, etc.
3. Books of a religious nature regardless of classification
4. All books in the general collection considered of a controversial nature

Other non-fiction titles for the general collection at Central are selected by the Head of the Circulation Department after the Book Selection Committee has voted on them, indicating that they do not come under the Committee's jurisdiction for final selection (i.e. the categories listed above).

D. Policies of Selection

1. General

The Library attempts to provide a collection of printed materials representative of its three functions and of the desires of its patrons as they fit into these functions. It tries to purchase, within necessary budget limitations, as much reliable material as possible embracing the fields of knowledge and information and a reasonable amount of recreational material which includes fiction of all types, biography, travel, etc.

Funds are allocated annually among departments and branches according to current needs. Within individual units it is impossible to lay down specific rules for budget allocation, since subject fields and the needs of various localities differ widely. It is expected, however, that each agency responsible for book selection will give due consideration to its reference collection and its popular circulating materials and that an adequate proportion of the budget will be used for the purchase of pamphlets and other supplementary materials.

Gifts of books and other materials are accepted by the Library with the explicit understanding that they are not necessarily to be added to the collection. All gifts are considered in the same manner as material which is to be purchased.

a. Duplication

Every agency responsible for book selection is confronted with the problem of evaluating demands and needs for the duplication of materials. While the problem differs in the various departmants and branches, the Library, in general, attempts to weigh the specific demand in relation to the total library program and policies. Since titles are admitted only if they meet the standards of selection, as stated blow, they will be duplicated if the demand increases, subject, of course, to budget limitation and to the timely or permanent value of the material. This is true for both fiction and non-fiction. Generally, it s the policy to duplicate such non-fiction titles if there are as many as five reserves on them.

S Since the Library accepts partial responsibility for the provision of supplementary materials for school and college students, some duplication of such materials is needed, although it is the policy to decrease this type of duplication to the minimum in the expectation that school and college libraries will assume greater responsibility for the needs of their own students. In the case of the occasionally purchased text books and other informational material, it is usually preferable to duplicate a few sound and readable titles rather than to purchase a number of different titles.

If the Library sponsors a program dealing with current issues, either local or national, it is the policy to purchase material for this purpose in great quantity, though it may be for present use only. This material will be as inexpensive as possible. A special sum allocated for such programs is controlled from the Director's office.

As a general rule, duplication of the same titles in two or more subject departments of the Central Library is not considered desirable, the aim being interdependence among departments rather than independence of any one.

There are a few exceptions to this rule; the Young Peoples Collection may contain duplicates of adult and juvenile titles; titles in the Childrens Room are occasionally duplicated by adult departments, or vice versa, when they are likely to be useful to the readers involved. The books in the Extension Department, for use in stations and deposit collections, are duplicates of Central Library and Business Library titles. Some of the same titles may be found in both the Reference Collection and the Circulating Collection, and a few titles in the collections of the Special Subject Departments located outside of the Central building are duplicated at Central for the convenience of Central patrons.

b. Discarding and Replacement

The discarding of books is a continuing process. A careful study is made of each book, especially if it is a non-fiction title, taking into consideration several factors: number of copies still in the library, existence of adequate coverage of the field, other similar material in the collection, especially later and better material, and demand for the particular title or subject.

The same criteria are used in the replacing of material withdrawn because of loss, damage, or wear. If there are satisfactory reprint editions of titles to be replaced, they are often preferred to the more expensive editions; in some cases, even, replacement by reprint edition is preferred to rebinding, when cost, estimated wear, and sturdiness of the reprint warrant it.

2. Selection for Children

The basic policy of book selection for children is to choose the best new books and replace and duplicate the older titles which have proved their worth. The selection includes books for recreational reading, inspirational books of lasting value, and books of information covering a wide range of knowledge which will satisfy the child's natural curiosity and widen his interests.

Each book is judged on its own merits; it is considered also in relation to the collection as a whole and in relation to the children for whom it is intended.

It is the policy of the Children's Department to ready every book purchased, with the possible exception of some technical books, in which case choise is made from authoritative book reviews and from a knowledge of the reliability of the author.

In considering the purchase of questionable material, the Children's Department follows in general the policy set up by the Director of Libraries (see E. Policies of Exclusion of materials) keeping always in mind the fact that children are not expected to have much critical judgment in regard to the printed word.

3. Selection for Young People

Books purchased for the special Holladay Branch for Young People and for that age group at Central and the other branches fall into two classifications - teen titles written especially for that age, and adult titles which are suitable for the collection. The teen titles are read and selected by the Book Selection Committee for Young People; the adult titles are chosen from those already added to the Library's collection. Holladay is also used by the Book Selection Committee for Young People as a testing ground for a few teen titles, before they are recommended for purchase elsewhere in the system.

4. Selection for Adults

As was said earlier (see C. Responsibility for Selection) a large percentage of titles selected for adult readers is chosen by the Adult Book Selection Committee. This includes all fiction and some non-fiction titles. The Committee may vote to have any book read before final selection and may designate a reader (or two in some cases) to make recommendations. All other non-fiction is chosen by the Head of the Circulation Department, the Head of the Reference Department, and the Heads of the Special Subject Departments. Certain general criteria are followed by all these selectors: (1)the author's reputation and significance as a writer; (2) importance of subject matter to the collection; (3) scarcity of material on the subject; (4) timeliness or permanence of the book; (5) appearance of title in special bibliographies or indexes; (6) authoritativenes; (7) reputation and standing of the publisher; (8)price; (9) availability of material elsewhere in the Indianapolis area.

With these criteria always in mind, the book selectors choose the best books they can find which will take care of the city's needs, books of popular appeal, both fiction and non-fiction, and books of a more serious nature for the seekers of formal and informal education. In the latter group the Library tries to have all sides of debatable questions represented, as far as availability permits, and books of current temporary demand.

E. Policies of Exclusion of Materials

No Library buys all printed materials. There are obvious reasons for this, such as lack of physical space and a limited budget. Therefore, in its policy of selection, a library must set for itself standards by which it excludes materials, as well as standards for inclusion.

The overall purpose of a book is the chief criterion of selection. Books written obviously to trade on a taste for sensationalism are not bought, nor are those which seem offensive to good taste and which are contrary to moral and ethical standards. Many books are excluded because of inferior literary quality or false values. Purely pornographic works are eliminated.

Another type of material which must be very carefully chosen is that on controversial public problems. In regard to such questions on which there are two or more widely supported opinions or theories, and about which definite facts have not been established or which by their very nature are not susceptible of factual proof, the Library will provide books that give evidence of a sincere desire to get at all the facts and seem to be written after careful study. The Library will exclude sensational, violent, or inflammatory books, and those that contain demonstrably false statements and undocumented accusations. Books presenting views that are regarded by a consensus of responsible opinion - civic, scientific, religious, and educational - as unsound, and have been so regarded over a period of years, are also excluded.

In consideration of such material the Director of the Library has issued A Statement of Policy on Printed Material which has been approved by the Board of School Commissioners. This statement is here quoted in its entirety, in the following paragraphs of this book selection Policy Statement.

A STATEMENT OF POLICY ON PRINTED MATERIAL

The Indianapolis Public Library is conscious of its obligations and responsibilities concerning the matter of acceptance or rejection of material acquired either by purchase or gift.

Broadly basic to our consideration in arriving at a policy to guide us is the Bill of Rights as expressed in the First Amendment to the Constitution of the United States. More specifically basic is the Library Bill of Rights as adopted by the American Library Association in 1948.

It is agreed there must be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times. To this tenet the Indianapolis Public Library subscribes.

However, in the event of a national emergency, when the printed word may be used in such a way as to constitute a danger to the State and to society, it is the duty of the Indianapolis Public Library to waive some of its traditional and inalienable rights as stated in the above documents. It will limit, with prudence and caution, the freedom it normally exercises in accepting material, under traditionally democratic principles.

Thus fully aware of its responsibility, the Library adopts the following policy:

1. Suspected subversive publications shall be checked with government sources of information; i.e., "Organizations considered by the Attorney General to have interests in conflict with those of the United States," (or the F.B.I.) and if found to be issued from undesirable sources shall be rejected.

Exception: - Material which is checked subversive but which has some value for the study of propaganda, or which may be useful in helping to understand the psychology of the enemy may be retained by the Library. The sources of the material will be clearly marked on the material itself. It will not be kept on the open shelf but will be available upon request.

2. The work of individual authors, even though such authors may be under ban as members of organizations listed as subversive, shall not be denied circulation unless the work itself be considered by the Library as subversive in character.

3. All other publications shall be judged solely upon their own merits, using the Library's normal principles of selection.

4. It shall be the Library's concern to express a creative approach to a vigorous Americanism. Through its books and services and its good example in citizenship, it shall endeavor by act and precept to offset, as far as possible, influences which may be working for evil in the community.

II

SPECIFIC PRINCIPLES OF SELECTION FOR ADULTS

A. According to Groups of Readers to be Served

1. General Public

The term "general public" refers, in the library sense, to those patrons who come to the library for recreational reading and for information and help on various subjects and who comprise the largest group of library users. Therefore, the Library believes that it should try to maintain a well-rounded collection of books both fiction and non-fiction, and an adequate supply other printed material on all subjects of general interest. It tries to satisfy the needs of all citizens who use its facilities and who call upon it for help.

This means that it strives to keep its collection up-to-date and as varied as possible. It believes that all of its books should be available to the general public either for browsing, for home use, or for reference use.

It is always willing to take under consideration any request for a specific book or subject material. Such a request is studied carefully by the Book Selection Committee, or, if the request relates to a special subject, by the Head of that department. Several points are considered in fulfilling or rejecting a request, such as other patrons' use of the book; the need of the collection for added material on the subject; and the Library's standards of selection.

2. Students

The Library believes that one of its most important functions is to aid the student in his search for knowledge and information. Material for this purpose must be both factual and timely and must be selected carefully for both the classroom student and the out-of-school student.

a. Informal study

The student engaged in a self-education program having no connection with an educational institution is served by the Library in many ways. Beginners' books in the various languages are provided as well as English language and literature books. Certain carefully chosen books for the foreign students, wishing to learn the English language, are purchased as they are needed. Some science and technical books are purchased with this type of student in mind, also art and music books for the self-taught art and music students. The needs of study and discussion groups, clubs, civic organizations, churches, or other agencies are also considered.

b. Formal study

The student of high school or college level is served by the Library, for the most part, with supplementary material for reading or reference.

Since so many secondary and higher institutions now have their own libraries, the Public Library expects these school libraries to provide a working collection containing adequate reference tools which are used over and over by large groups of students. It believes it should not undertake to meet the demands for large class assignments which tend to monopolize the facilities of the Library to the detriment of its use by the general public. It provides no text books unless they might also be useful for the general reader.

3. Readers of Foreign Languages

Since the foreign population of the City of Indianapolis is not more than two percent of the whole, there is no great need for a large collection of books in the foreign languages. However, the needs of this small segment are considered in book selection. By careful selection, the classics and the works of the better known authors in the French and German languages have been added. Current foreign language catalogs are checked when they are received, and from them new titles are chosen to supplement the collection, as old and out-of-date titles are discarded.

B. According to Nature of Material

1. Fiction

The Library believes, as has been stated above, that one of its functions is to provide recreational reading. To a great many people this means only books of fiction. Hence one of the chief duties of the Adult Book Selection Committee is to choose all such books for the Library's collection of adult fiction.

There are certain patrons who want only what is often called "light reading." This type of book generally has only entertainment value and consists of the romance, the mystery, the western, and the science story. In a balanced collection, such as the Library believes it should have, a certain amount of this type of fiction must be included. It is the duty of the professional librarians who are members of the Book Selection Committee to know the authors of these books, to read the books themselves, or have them read by approval readers, so that they may correctly judge them. Most such books are selected on their individual merits, but sometimes the books of an author who has consistently produced entertaining novels of this type are chosen without being read first.

The Library's collection also includes representative novels of the past and present, outstanding for their literary and cultural values; historical and regional novels; character studies; biographical and psychological novels; translations; and collections of short stories.

Since the Book Selection Committee judges each novel, ordinarily, on its individual merits, the Library's collection may not have all of the works of all authors. This is true both of the writings of the great novelists of the past and of the works of outstanding contemporary novelists; for example, even the well-advertised book club titles are not added to the collection if they fail to measure up to the Library's standards of selection.

The Committee interprets these standards to mean that they must choose fiction, both light and serious, that is well written and attempts to relate authentic human experience, keeping always in mind that the literary criteria applied to a serious novel will differ, for example, from those applied to a detective story. The easily discernible cheap, sentimental writing and the intentionally sensational and morbid story is rejected. It is the policy to keep the amount of fiction thus selected to approximately thirty percent of all fiction published, and to approximately thirty percent of all titles purchased.

2. Non-fiction

Non-fiction is chosen with the same care as fiction, and the general criteria of selection are used (see D. 4a). Staff members with special fields of interest, experience, or study are asked to read and make recommendations for books in those fields. Also the needs and legitimate demands of the users of special subject materials are always taken into consideration as well as the needs and legitimate demands of the general user who wishes only a simple or popular type of book on a certain subject. Since such needs and demands may come from any agency in the system, and may include both circulating and reference material, it is the policy of the Library for all departments to make some of their selections with the needs of other agencies in mind.

C. According to Departments and Collections

1. General Departments

a. Circulation Department

Books in the Circulation Department are chosen for the general reader. They represent fiction and all subjects, including a few falling within the classifications of the Special Subject Departments. The Circulation Department's responsibility for selection is for those titles designated by the Adult Book Selection Committee as not coming under the Committee's jurisdiction (see I.C. Responsibility for Selection). This selection is made according to the needs of the department, and the selector is aided by patron requests and by staff suggestions.

In choosing pamphlet material for this department it is the policy to select material for the following puposes: to supplement the book material and to furnish up-to-date information on subjects of current interest; to furnish inexpensive material in some quantity, when possible, on subjects which are temporarily in demand for high school debates, essay contests, etc.; and on current events. On subjects that are perennially in considerable demand new material is continually added. Practically all available material is bought on party games and entertainments and on the different vocational fields except those pertaining to subjects in the Art and Music Department.

b. Reference Department

It is the policy of this department to buy only primary reference material with the exception of books by Indiana authors and books about Indiana and Indianapolis. In some cases "border line" books are bought; e.g., histories. When the budget permits, some of the rarer and, perhaps, less-needed books are purchased.

Government document series necessary for the "partial depository" collection are selected. Those of special value to the circulating pamphlet collection are ordered from the Superintendent of Documents.

The Reference Department has all of the pamphlet material on travel in the Central Library. It also has a general collection of pamphlets and clippings for which up-to-date material must be selected. This comes from travel agencies, state agencies, and the regular sources of ephemeral material.

The Reference Department recommends periodicals to be added or dropped from the library collection, except those of the Special Subject Departments. The general policy is to add and bind periodicals indexed in the periodical indexes. It is the policy to buy microfilm material wherever it is feasible or its expense is justified.

c. Branches

The community branch libraries provide their service areas with essential reference tools, basic informational material, standard works, and current and recreational reading. Branch librarians select material for use in their particular community within the limits of their budget allocations and from titles purchased or being purchased for Circulation, Reference, or Special Subject Departments.

The Supervisor of Branches selects titles for the Supervisor of Branches Collection, which circulate to the various branches, providing them with more variety and flexibility in their own collections than would otherwise be possible with their limited budgets.

Crispus Attucks Branch Library, which operates as a high school library as well as a community branch library, includes in its collection some titles not purchased for the Central collection, such titles being needed for the supplementary reading or reference tools of the high school curriculum. Also, as stated above (see I.D. 3. Selection for Young People) Holladay Branch for Young People has a few titles not found elsewhere. For selection of Children's books see I.D.2.

d. Extension Department

Books for the collection in the Extension Department are selected from those already ordered or to be ordered by the Adult Book Selection Committee, the Circulation Department, or the Special Subject Departments. It is the policy to purchase the more general type of technical or business book as distinguished from the research type, according to the requirements of the various stations. Other informational and recreational material, both fiction and non-fiction, is purchased according to the needs of the stations. The very light type of fiction, which may not be considered suitable for use in the general library book collection, may be added to the hospital collections. Such books are usually acquired as gifts and are not cataloged.

2. Special Subject Departments

a. Art and Music Department

The collection of books in this department is limited to the field of fine arts. The department contains a large and comprehensive collection of music scores, including choral music. It is the policy to duplicate choral music titles in sufficient quantity to supply choirs. A record collection of classical and semi-classical music is maintained. No language, plays, or poetry recordings are included. For the specially endowed Julia Connor Thompson Memorial Collection of the Finer Arts of Home Making, it is the policy to purchase the finer books of permanent value on the following subjects: landscape gardening, domestic architecture, furniture, interior decoration, pottery, glassware, and other fine arts and crafts of the home.

b. Business Library

The Business Library, located outside the Central building, is a special collection of interest to business and to industrial management. It is this department's policy to maintain a representative collection. The emphasis is on maintaining a current, rather than research collection, though background books and classics are rarely discarded. This emphasis makes the purchase of new editions a primary requirement. In response to patron demand for new material and because of the lag in the appearance of critical reviews, selection is primarily based on publishers' announcements, catalogs, and annotations in publishing and trade journals. If these provide insufficient information to evaluate desirable titles, approval copies are ordered.

c. The Genealogy Department

The Eugene Haslet Darrach Memorial Library is housed in the Indiana State Library with that library's genealogy collection and is served by its staff. The selection policy emphasizes regional genealogy, material relating to Indiana, material relating to Eastern and Southern origins of Indiana families, and material helpful in tracing migrations of Indiana families. Materials include not only books but periodicals, pamphlets, manuscripts, microfilm, and other relevant data.

d. Teachers Special Library

The Teachers Special Library, also housed outside the Central building, is maintained for the serving of a special clientele: namely, those interested in the pedagogical field. The policy is to keep the collection abreast of the times rather than make it an historical reference collection. It is a laboratory of up-to-date materials in the field of special as well as general education; the main limitation is that materials on college and university teaching are included only if they improve articulation with the secondary schools. The collection is mainly directed towards the improvement of subject matter and teaching techniques in the elementary and secondary levels, taking into consideration both the theoretical and practical viewpoints.

e. Technical Department

The collection in the Technical Department includes the many subject fields of Technology and Science. Selection of materials is based on the patrons' needs, on a good coverage of the subjects, and on a justifiable expenditure of limited funds. Many "how-to-do-it" books and pamphlets are purchased as well as the more technical materials for skilled workers and specialists in specific fields. It is the policy to select, whenever possible, books with factual and historical information which not only will be of current use but will have a long term value. However, the best of the popular books in the various fields are purchased and often a duplication of these books is preferred to the purchase of new and unproved titles of high price. Also much pamphlet material of current value is selected.

3. Special Collections

a. Drama Collection

The Drama Collection consists of books of plays, the standards, the classics, and current plays of the legitimate stage, radio, and television. The collection also includes plays for amateur production, pageants, dramatic stunts, minstrel plays and stunts, pantomimes, and monologues or dramatic readings. It is the policy to order not more than two copies and usually only one copy of this latter type of material in order not to encourage groups to use the Library's copies for rehearsals. Such plays are usually selected from the Play Catalogs. Number of characters, and amount of royalty, popularity of author, number of sets (if three acts) and type of play all enter into selection. Also, selection includes watching for publication of new plays on Broadway, which often are asked for as soon as produced and before published. All order recommendations are sent to the Head of the Circulation Department, who presents them to the Adult Book Selection Committee for clearance.

b. Film Library

The Film collection is designed for adult use, and contains films of an informational, educational, and cultural nature. The Film Library does not purchase films in subject areas adequately covered by other agencies in Indianapolis. The policy is, in general, to supply those films not otherwise available locally. The Adult Activities Department is responsible for the selection of films.

c. Magazine and Newspaper Collections

It is the policy to purchase for the magazine collection many of the popular periodicals as well as those pertaining to the special subjects, as designated by the Special Subject Departments. The Library subscribes to several local newspapers plus representative papers from a few other cities. Some local and some foreign language papers are received as gifts. Free material is subject to the same selection policy as other gifts. (see I.D.1)

d. Medical Collection

Maintained as a part of the Reading Room Department is the room or alcove for physicians and medical students. Based on a standard collection of medical books and magazines belonging to the Indianapolis Medical Association, current medical purchases are made from a small allocation from the library book budget and from a special fund donated for this purpose. In purchasing books for this collection book reviews published in the Medical Journals, especially the American Medical Association Journal, are checked. The Reading Room is responsible for the selection of material for this collection.

January 9, 1956

Long Beach Public Library
Long Beach
California

Gentlemen:

This will acknowledge with thanks the receipt of a copy of your "Book Selection Policies" which you recently sent me.

Your courtesy in making this publication available to us for consideration and study is greatly appreciated.

Very sincerely yours,

Lionel Farber

November 18, 1955

159 Wilshire Ave.
Daly City, Calif.

Long Beach Public Library
Long Beach, California

Gentlemen:

I am a member of the Daly City Public Library Commission and we are considering the question of a book selection policy. To assist us in this task it would be greatly appreciated if you would send me a copy of your "Book selection policy".

Thanking you very much,

Very sincerely yours,

Lionel Farber

Long Beach

BOOK SELECTION POLICY

In order to select books wisely for a public library it is essential first to clarify the library's objectives. They have been generally stated to be education, information, aesthetic appreciation, recreation and research. These however include all the uses of books and since funds will always be limited, public library effort will of necessity be concentrated in certain areas which seem most important.

Education

Education is the first and most important function. The library has two distinct objectives here. One is to serve formal education, or the schools and the other to assist in the informal education of adults. Since Long Beach has an especially strong system of school libraries, the formal education function should be secondary and will decrease in emphasis as the school libraries develop. However, general adult education classes will continue to be dependent on the services of the public library and will probably always constitute an important part of our clientele.

The field of informal adult education or, as stated in the Los Angeles Public Library Survey, "helping adults to grow as individuals and citizens" should be the main emphasis of our service. This field is very broad and will include almost every subject but some subjects will be of especial importance and should receive the most attention in book selection. These important areas of informal adult education are:

1. Education for citizenship: books on international affairs, current economic and social problems, politics, government, etc.

2. Family life: books on child care, child psychology, marriage, sex, home making, including such practical subjects as cooking, dressmaking, interior decoration, house planning, etc.

3. Making a living: comprising the whole field of vocational literature.

4. Personal development: books on psychology, religion, philosophy, getting along with people, practical ethics, etc.

5. General cultural reading: books on history, travel, biography, literature, etc.

Information

The information function should always be given serious consideration. Since the reference service of the public library is at present limited because many people are not aware of it, selection of material should be based on a thorough knowledge of community need and should not be based on demand alone. Demand should be created by effective publicity and individual contact.

In selecting informational material other resources in the geographical area should be considered. It should not be the aim to duplicate materials on highly specialized subjects available elsewhere in the metropolitan district. This principle should be applied also to the branches in relation to the main library, though the application should vary according to distance of the branch from the main library.

Consideration should be given to student demand, but care should be used not to overemphasize it. It is the responsibility of the public library to serve the entire community. Work closely with school authorities in evaluating student needs.

Aesthetic appreciation

It is difficult to separate this function from informal adult education. Books and other library materials coming under this head will include art, music, music records, films, poetry, drama and superior fiction. Although aesthetic appreciation is apt to be greater in art and music than in the field of literature, it is the library's duty to supply the latter. It will be possible to do this more generously if the buying of popular fiction is curtailed. In buying standard fiction and classics it is the responsibility of librarians doing the selection to be thoroughly informed on editions, since they are of especial importance in this field.

Recreation

Recreation is a legitimate function of the public library. However, in recent years there has been a decided change in conditions affecting the recreational use of the library. Movies, radio, television, rental libraries and cheap books sold in every corner drugstore, news stand and the ten cent store, have reduced or diverted the reading of popular fiction. In view of this and also of the increasingly recognized obligation of the public library to make informal adult education its chief objective it seems desirable to maintain the following policy in the selection of fiction.

1. Spend a substantially smaller percentage of the adult book fund on fiction.
2. Cultural, aesthetic and educational values should have first consideration. "In no case should mere popularity be permitted to override considerations of literary merit or significance."
3. Limit the quantity and select only the best of popular love stories, mysteries, westerns and science fiction.
4. Since the percentage of the budget to be spent for fiction is to be reduced, an effort should be made to emphasize non-fiction of the kind which can be substituted for popular fiction. Good popular non-fiction should be more heavily duplicated to fill this need. Examples are travel, true adventures, popular biography and autobiography, humor and stories of family life.
5. Duplicate significant fiction more freely both in main and branches.
6. Novels which are by critical standards considered to

have significance because of literary, ethical or social values should not be rejected because they are frank in treatment of sex, or use realistic language offensive to some people, or deal with minority viewpoints. Such books if they are too sophisticated to be put in the hands of young people should be so marked.

7. Avoid replacing fiction which falls in the lower level of the selection standard. It is better generally to buy a new book of this type. Replacement of mediocre fiction will result in an outmoded collection which does not represent current interests.
8. Pay duplicate collections should be used to satisfy the demand for new fiction and non-fiction which has been widely reviewed and discussed. The trend should be toward confining the pay collection to a small number of titles which meet this test and duplicating them more freely. Only titles in the free collection may be duplicated in the pay collection.

Research

Since Long Beach is in a metropolitan area where there are a number of highly specialized book collections and where two large university libraries as well as one of the largest public libraries in the country are available, no attempt should be made to build up a library of research materials. Emphasis should be on general needs rather than on the requirements of scholars and research workers.

General considerations in selecting adult non-fiction

"The public library should have a positive program of stimulation and leadership suited to the needs of the time. It must recognize its obligation to make it difficult for people to escape the influence of books on socially significant questions. The librarian will not tell people what to think, but he has a duty to assist them in deciding what to think about. It is as essential for librarians to know what subjects and issues are vital as to know what books are good."

This statement from "Post-war Standards for Public Libraries", should always be kept in mind. In selecting non-fiction emphasize books on subjects which will contribute to a better informed citizenry. Duplicate freely significant books on current problems, both national and international. Occasionally books and pamphlets on vitally important questions which are authoritative and easy to read should be bought in quantity regardless of normal demand. Reading them should then be promoted by displaying, advertising, reviewing and recommending.

Be alert to group interests and activities and purchase freely books which will contribute to these. Through such groups the library is able to reach the "opinion leaders" of the community. This, according to the Public Library Inquiry, may be the chief contribution the public library can make to public enlightenment.

Use care to see that in controversial questions different points of view are represented. To evaluate and provide authoritative material on both sides of the many controversial issues facing the world today is exceedingly difficult but it is also very important. In a democracy it is essential that people have free access to ideas, even those of which a large majority of the people disapprove. Wrong ideas can be combatted effectively only when they are understood.

Book selection for branches

Branch book collections should consist largely of books of general reading interest, books which contribute to the informal adult education function of the library and books for children.

Reference sources in branches should be general rather than technical or highly specialized. They should be constantly supplemented by use of the main library.

No attempt should be made to build up completely rounded book collections such as would be necessary in independent public libraries of similar size. The branch librarian's pride in having her branch adequate to every kind of request should be sacrificed to satisfying general needs more effectively.

In certain special areas the library system as a whole can give better community service if the collections are concentrated in the main library instead of duplicated and spread over the entire system. Some of these are:

Music scores
Phonograph records
Books in foreign languages
Expensive art books
Technical books in specialized fields
Genealogy
Civil service manuals
Films

January 9, 1956

Carnegie Library of Pittsburgh
4400 Forbes Street
Pittsburgh 13, Pennsylvania

Gentlemen:

This will acknowledge receipt with thanks of the copy of your "Adult Book Selection Policies and Procedures" which you recently sent me.

Your courtesy in making this publication available to us for study and consideration is greatly appreciated.

Very sincerely yours,

Lionel Farber

November 18, 1955

159 Wilshire Ave.
Daly City, Calif.

Pittsburgh Carnegie Library
Pittsburgh, Pennsylvania

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I am a member of the Daly City Public Library Commission and we are at present considering the question of a book selection policy. To assist us in this task it would be greatly appreciated if you would send me a copy of your "Adult book selection policies and procedures".

Thanking you very much,

Very sincerely yours,

Lionel Farber

ADULT BOOK SELECTION POLICIES

AND

PROCEDURES

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Carnegie Library of Pittsburgh
1954

PREFACE

Stemming from the Public Library Inquiry and the Berelson Report, in the spring of 1951, a series of panel discussions was held concerning the book selection policies of the Carnegie Library of Pittsburgh, comparing them with those of other libraries which had reduced their policies to writing. The participants in the panel discussions, in most instances, checked their findings against the recommendations and criteria of Helen Haines' **BOOK SELECTION**, the Enoch Pratt Free Library's **BOOK SELECTION POLICIES AND PROCEDURES**, **THE LOS ANGELES PUBLIC LIBRARY SURVEY**, the A.L.A. Committee on Post-War Planning's **A NATIONAL PLAN FOR PUBLIC LIBRARIES**, A.L.A.'s **POST-WAR STANDARDS**, and a great number of pertinent articles in library periodicals and speeches in which the Director had put the policies and practices of the Carnegie Library of Pittsburgh on record.

The compilation of these policies was a committee effort but Miss Ann Macpherson assumed the major responsibility for the writing.

Laura E. Cathon
Katherine E. Crumrine
Ann Macpherson
Sue H. Weir
Adaline Bernstein, Chairman

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INTRODUCTION

The Carnegie Library is at the focal point of a metropolitan district of Allegheny County, whose population is approximately a million and a half people, of whom less than half live in the city proper. It is predominantly an industrial area; the steel mills and fabricating plants top all other industries. Clerical workers take the lead in occupational distribution and constitute about 50 per cent of the combined laborers, operatives, craftsmen and foremen of industry. This population analysis, taken from the United States Census Report for Allegheny County, undoubtedly holds for the city also, except that the .5 per cent farmers and farm laborers of the county live outside the city, and the professional group, proprietors, managers and officials, constituting 11.7 per cent of the population, increasingly seek the suburbs. The pattern of upper and lower middle classes, with fringes of wealth and culture, describes the library clientele, actual and potential. The Berelson Report of the Public Library Inquiry, THE LIBRARY'S PUBLIC, needs practically no modification for Pittsburgh, except that Pittsburgh's topography of hills and ravines, with its thus far insoluble problems of transportation and parking, still further limits borrower use. The foreign background of much of Pittsburgh's population should be mentioned, but with restriction of immigration, the foreign element is largely merged into the general pattern. There is, at present, a newer immigration of displaced persons of a higher cultural attainment, but this is a very small minority group.

It is also noteworthy that Pittsburgh is the locale of five colleges and universities: Carnegie Institute of Technology, Duquesne University, Mt. Mercy College, Pennsylvania College for Women and the University of Pittsburgh. These all have substantial libraries.

A cooperative agreement including Carnegie Library, Carnegie Institute of Technology, and the University of Pittsburgh is intended to avoid the duplication of research materials. The University of Pittsburgh has assumed responsibility for the development of research collections in the humanties. Carnegie Library is responsible for music, and it shares with Carnegie Institute of Technology the obligation to maintain research materials relating to science and technology. Expensive items are purchased by one or the other of these libraries on the basis of need by their special clientele. A union file of serials available in all Pittsburgh public, university, and special libraries is financed by these three institutions. It is housed in the Carnegie Library.

The **DIRECTORY OF SPECIAL LIBRARIES IN PITTSBURGH AND VICINITY** lists 99 special libraries. These include the independent law, medical, theological, hospital, banking, business, engineering and many industrial libraries. Carnegie Library has special departments such as Art, Business, Music, Technology, Boys and Girls, Schools, Pennsylvania, Young People's, Public Affairs and the Division for the Blind. Carnegie Library is also one of the depository libraries for documents of the U.S. Government and Atomic Energy Commission.

Carnegie Library is financed by an annual appropriation by City Council from the municipal tax funds. At the beginning of the year, the book fund is apportioned to the various departments and agencies, after allotments for periodicals and continuations have been deducted. Special funds are set up for books in foreign languages, three-month loans to branches, duplication of some expensive books for branch borrowing and an undistributed reserve is maintained for unforeseen demands. Allocation of the book fund is made by the Director in consultation with department heads. It is based upon use and need.

The apportionment of city book funds for a typical year was:

	Percent
New adult fiction	4.2
Replacement of standard fiction	3.6
New adult non-fiction	19.6
Replacement of non-fiction	11.9
Reference books	14.0
Periodicals, chiefly reference	12.0
Books for boys and girls	20.7
Books for school libraries	14.0

In addition there are a variety of funds of varying amounts which are sometimes in the nature of endowments or memorials, and sometimes special appropriations from foundations or groups for specific projects. The library's book fund from all sources was $132,614 in 1952, a typical year.

The following special funds were available in a given year:

The Pittsburgh Foundation, Wherrett Memorial Fund, appropriation for stocking the Bookmobile.

The Technology Library Fund, raised by the Pittsburgh Section, American Chemical Society, for technical books and periodicals.

The Association of Iron and Steel Engineers Fund for purchase of books relating to iron and steel which could not be bought from regular budget.

The Friends of the Music Library donated the net proceeds of their annual concert.

The Fashion Group of Pittsburgh gave funds for the purchase of books on costume and fashions.

The Pittsburgh Foundation and The Howard Heinz Endowment made grants to enlarge the collection of musical recordings.

In addition, the income from the following established endowment and trust funds is available:

The David H. Light Memorial Record Library Fund for musical records.

The J. D. Bernd Fund for the purchase of books dealing with architecture and design.

The Emil Bund Memorial Fund for the purchase of books on music.

The Carrie J. Carnahan Memorial Fund for the purchase of religious books.

The David Lindsay Gillespie Fund for the maintenance of the David Lindsay Gillespie Reading Room and the Gillespie Public Affairs Room.

The John H. Leete Fund for books in the field of mathematics.

The Annie M. Mellor Fund for the purchase of books of history.

The Laura Reinhart Mellor Fund for the purchase of biographies.

The Louisa P. Mellor Fund for the purchase of children's books.

The Charles C. Mellor Fund for the purchase of books relating to women.

The Pennsylvania Division Fund.

The Morris Schrero Memorial Fund for books in the field of technology.

The John Worthington Fund for the maintenance and expansion of The John Worthington Memorial Welsh Library and Americana.

With this preface and introduction, the committee has attempted to outline and clarify the present adult book selection policies and procedures of the Carnegie Library. The Boys and Girls Department and the Schools Department have prepared separate manuals on their book selection policies. These are available upon request.

OBJECTIVES

Each panel endorsed the objectives of the A.L.A. NATIONAL PLAN FOR PUBLIC LIBRARIES.

1. Educational. To supplement formal schooling with socially significant books, taking into consideration variations of educational levels, reading ability and reading interests.
2. Enrichment of life. To include both aesthetic and recreational enrichment.
3. Enlightened citizenry. To present accurate and authoritative information and analysis, and both sides of controversial issues.

These objectives are so broad as to include books for children, young people, and college students; for parents, professional and industrial workers, businessmen, civic leaders, hobbyists and the general reader.

ROUTINE OF BOOK SELECTION

1. The Book committee meets weekly to select the books for purchase. The committee is comprised of department heads, the head of the Book Order Office, the Readers' Consultant and the Assistant to the Director. One branch librarian in rotation each month serves as branch representative.

   Each member of the committee is responsible for checking certain designated book reviewing periodicals and lists of books in a particular field. Subject division heads check for books in their own fields and transmit recommendations through their department heads.

   A. All adult fiction is read on approval by a qualified member of the staff. Exception is made of some twenty current authors of recognized standing.

   B. Much non-fiction is examined; some titles read.

   C. Recommendations of special departments and division heads are seldom questioned by other committee members.

   D. Suggestions for purchase, from any source, are referred to specialists in the field.

   E. In case of disagreement, the Director makes final decision.

   F. Lists of books approved by the Book committee are mailed immediately to the branches for consideration.

II. Branch meetings, at which the Assistant to the Director presides, are held each week. The Head of the Central Lending Department also attends. Branch librarians order for their own agencies from the approved list. They may also initiate requests to be considered by the Book committeel Branch librarians, in ordering, take into consideration:

   A. Needs in relation to branch collection and community.

   B. Special recommendations by department heads.

C. Book funds.

They may:

A. Ask to see book when in doubt.

B. Order as three-months loan.

C. Ask Central to order duplicate copy for branch requests.

III. Fiction is purchased by majority vote at Branch meeting.

A. Staff review cards of fiction read on approval are discussed.

B. Some titles are recommended and purchased for Central only, but all such titles are available for branch requests.

C. Branches do not buy titles not in the Central collection.

D. Branches do not buy the same titles or the same number of copies.

IV. Replacements are screened as carefully as new titles.

A. Certain classes, i.e., Fiction, history, etc. are ordered each month from November to June.

B. Last copy replacement and rush books may be ordered at any time.

V. Gifts are accepted with their disposal subject to the discretion of the library.

BOOK SELECTION POLICIES

From the panel discussions, it was evident that the book selection policies fall into two categories: I. Basic and II. Modifications for specific areas or agencies.

I. Basic

In general, the Library's policy has been to purchase the best books which satisfy the clientele of the library within budget limitations, with no obligation, except in special departments, to provide research material, though frequently doing so incidentally. The established criteria for all fields include:

A. Permanent or timely value.

B. Accurate information.

C. Authoritativeness.

D. Clear presentation and readability.

E. Social significance.

Fundamental values are defined in terms of human relationships:

1. Individual information, education, inspiration, and recreation.
2. Group responsibility in the family unit, the vocational and economic fields, as citizens in a democracy, and in relation to the international scene.

In the words of the Director, in "Public Libraries", October 1950, "We would ask of every book, 'Does it fill some significant or social need?' ".

F. Eliminate the unimportant, the cheap and trivial, the deliberately distorted, sensational or offensive, particularly in the fields of religion, sex hygiene, racial prejudice, political ideologies and fiction.

G. Present both sides of controversial issues: labor-management, planned parenthood, Communism, etc.

H. Balance special group interests with general demand, e.g., books in foreign languages. (The Art and Music Divisions and the Technology Department have been successful in stimulating interested groups to provide funds for certain valuable, but very special, books when their purchase could not be justified from municipal tax money.)

I. Include books of doubtful value occasionally for their timeliness, such as campaign biographies, flying saucers, or a book of fiction about which curiosity has reached fever heat - **FOREVER AMBER**. These are discarded when they have served their purpose.

J. Some books may be restricted for minors too immature to see them in their proper perspective. Proselyting books are not considered public library material. Textbooks are not bought as textbooks. Dreambooks, magic, hypnotism fail to serve the purpose of the public library. Representative books, such as **MEIN KAMPF** and the **COMMUNIST MANIFESTO** are included where they have historical significance and bring into the open the ideologies which democracy seeks to combat.

The primary obligation of the Library is to uphold the American doctrine of freedom of speech and of the press. We subscribe to the American Library Association's Bill of Rights that censorship of books "that would establish a coercive concept of Americanism must be challenged...in maintenance of (the library's) responsibility to provide public information and enlightment through the printed word." In administering this policy the Library tries to keep a true balance between its duty to make available honest presentation of both sides of every public question, and its determination not to allow itself to be used as a propaganda agency by the enemies of our form of government.

K. Collector's items as such are not purchased.

L. Format may be a deciding factor. Possibility of rebinding is considered, as well as type and legibility.

M. Price may also be a deciding factor.

II. Modifications for Specific Areas or Agencies.

A. Central Lending Department. The Central Lending Department

b buys very widely to miss no important book, either fiction or general non-fiction. It takes the lead in applying the general criteria of book selection in both fields. It must also serve as a reservoir for branch requests, for Schools Department requests, and inter-library loans. Its clientele represents every variation of subject interest, and it must keep its finger on the public pulse. It includes the Library for the Blind, the Gillespie Room, the Public Affairs and Intercultural Division, and the Young People's Division (James Anderson Room)

1. Library for the Blind. A national committee of librarians and readers decides what materials will be made available as talking books and in Braille. Books are sent automatically, without charge, by the Library of Congress. The

Library for the Blind has no opportunity to select the titles it desires. The Library for the Blind serves visually handicapped readers throughout Western Pennsylvania and West Virginia. It also administers the ceiling books and projectors bought by the Pittsburgh Press and Lions' Club for hospital and home use of bed patients. Projectors and books may be borrowed with the approval of the attending physician. Since these are not bought from tax funds, the service is county-wide.

2. Gillespie Room. This is a browsing room collection of books of literary merit and permanent value in attractive editions. Books are purchased from an endowment fund and duplicate titles in the general collection. Most of the collection is available for circulation. The books are rarely rebound, but are replaced by fresh copies. When removed from this room they usually become part of the general collection. It is a cultural library containing a number of the more expensive books which are for room use only.

3. Public Affairs and Intercultural Division. This division has an extensive circulating collection, bought from a special endowment fund. The collection is kept abreast of the times on both national and international issues, and ties in with the political, economic and social aspects of present day civilization. With few exceptions all titles are duplicated in the regular collection. One of its functions is to promote intercultural understanding. In this field, related material such as

cookery, folk songs and folk dancing, fiction, etc. is included.

4. Young People's Division. The librarians of the James Anderson Room with representatives from branches, select books particularly suited for young people. All books are read for suitability for this age group. Books written specifically for teen-age boys and girls are included, as well as duplicates of many adult titles which appeal to the more mature young people. There is also some duplication of juvenile titles. Attention is paid to books on the High School reading lists, public and parochial. Debate books, vocational books, college catalogues, periodicals and supplementary reference books are available. Some books for young people in the fields of art, music and technology which are not bought by the special divisions may be selected. Duplicate catalog cards are made for these titles for the division catalog.

B. Readers' Consultant Office. The Readers' Consultant has a small representative collection of books and pamphlets in various fields such as child psychology, remedial reading, testing, etc. In addition she uses the Central book collection in her work with individuals and groups.

C. Reference Department. With the exception of its special divisions, the Reference Department feels no obligation to provide material for the unusual research project, though much of its general collection is suitable for research. Its special divisions, Art, Business, Music, and Pennsylvania, function on both levels of service, for the layman and for the specialist.

1. Art Division. The Art Division operates in a recognized art center: the Pittsburgh International Exhibition of Painting, the permanent art collection housed in the Carnegie Institute, and the Art schools, bring demands for art books of every sort. The University of Pittsburgh and Carnegie Institute of Technology have notable fine arts libraries and purchases for the Carnegie Library are made with this in mind. The fields of architecture and fashion are particularly well-rounded, from gift funds.

   In addition to coverage on all phases of fine and applied arts, the division has material on antique collecting, flower gardening and arrangement, and photography.

   Special attention is given to the quality of reproductions, as these constitute an important part of the Art Division's service. Additions are made regularly to the large and comprehensive picture collection, arranged by subject.

   Art biographies are often duplicated in the Central Lending Department and the Art Division, but the Art Division avoids fictionalized biography. The Art librarian frequently duplicates certain fairly expensive titles to fill branch requests, and suggest those suitable for branch purchase.

2. Business Branch. The Businees Branch is located in a

downtown office building with a direct telephone line to Central and daily messenger service. About one-half of the books in its collection are circulating, but it is chiefly a reference service. The greater part of its book fund is spent for expensive trade and city directories, and business service subscriptions. Some books in the Business Branch collection are not in the Central collection, though the Reference Department does duplicate directories of the larger cities. Pamphlets and government documents are used extensively to supplement the book collection.

3. Music Division. The policy for acquisitions in the Music Division is based on current and past demands made upon the Division and on present musical factors in the city, i.e., activities of professional and amateur performing organizations, study groups, performers, teachers, composers, musicologists and "listening" laymen who may ask for almost anything.

Emphasis is on practical editions of music composed since 1700. This includes music for solo instruments, chamber music combinations, orchestra, voice and combinations of voices, and for combinations of voices and instruments. Reprints of representative examples of music written prior to 1700 are bought. Scholarly, historical and critical editions, and collected works of individual composers such as Monteverdi, Bach, Brahms, are added when funds are available. A verbal agreement

to consult with the director of the Carnegie Institute of Technology libraries on expensive items prevents wasteful duplication. For phonograph records, the aim is to parallel the scope of printed materials.
Musical bibliographies, thematic catalogues, dictionaries, encyclopedias and indexes which are used extensively in reference work, book selection and cataloging are added as they become available. Analytical, critical, historical material, definitive biographies, librettos, opera plot books, the better "appreciation" books, and materials of local historical value are included. Sixty periodicals including important scholarly journals as well as some of the more popular ones such as "Etude" and "Downbeat" are currently received.

4. Pennsylvania Division. The Pennsylvania Division continues to add to a strong collection of local history which includes books, pamphlets, clippings, maps, manuscripts, periodicals and newspapers.
"Everything" is bought with a reference collection in mind, and largely for an adult group: county histories, maps which are representative and selective, descriptive books, history, government, social problems, and biography, Sometimes fiction, drama, poetry, education and some technical publications, such as the **PENNSYLVANIA INDUSTRIAL DIRECTORY**, books about the Turnpike, and oil and gas, which serve an historic purpose are added to the collection.

Trade publications and second-hand dealers' catalogues are checked, and much reliance for titles to be selected is placed upon newspaper notices and requests from individuals. The Pennsylvania Division is on the mailing list for state publications. Gifts are a source of many Pennsylvania Division books, prints, and manuscripts. Pittsburgh imprints are carefully selected; many of these are out-of-print and rare.

The Genealogy Room, part of the Pennsylvania Division, buys aids to the subject but not family histories. These are often presented as gifts.

5. Periodical Room. The Periodical Room maintains a large reference collection of magazines indexed in the "Readers' Guide to Periodical Literature" and similar indexes, most of which are later bound. Some magazines which are not indexed and some important periodicals in foreign languages are included. A file of duplicates of some general magazines is maintained for student reference use. Newspapers from the major cities are on file. The "New York Times" is bought in microfilm, and "The Pittsburgh Press" and the "Pittsburgh Post-Gazette" are being filmed here. Art, Music, Pennsylvania and Technology magazines are housed in their special departments.

6. Looking forward to an eventual Municipal Library, the Reference Department maintains a special collection of books on municipal affairs, including periodicals.

D. Technology Department. In view of Pittsburgh's predominant position as an industrial center, it is not surprising that the Technology Department's collections have been developed to the level at which they can support intensive research. This is especially true in the subject fields of iron and steel, mining and geology, chemistry and general engineering. Pittsburgh is the local depository library for government documents, many of them technical, and the documents of the Atomic Energy Commission. Non-depository documents are received on microprint. Complete patent specifications of the United States and Great Britain are available, in addition to partial coverage for Germany, Canada and other foreign countries.

Although the Technology Department functions primarily for reference and research in the pure and applied sciences, it has a large collection of circulating books and other materials of a popular, non-technical nature written for persons without technical training who wish to use factual and how-to-do-it information.

Technical books become obsolete quickly and if kept for historical value to the research worker are retired to the stacks until their value has been demonstrated, or they may be discarded.

The Technology Department has charge of the Photostat service, the microfilms, microcards, and microprint material and machines.

E. Branches. A percentage allocation of the book fund, based upon circulation and special demands, is made to each branch annually.

The branch librarian checks the list of books approved by the Book committee each week, availing himself of such added information as can be obtained from book reviews and elsewhere. He decides within the limits of his budget and his needs which titles should be purchased at the weekly Branch meeting. Branches buy for the needs of their own special communities, for either actual or potential demands. Branches no longer attempt to maintain self-sufficient or so-called well-rounded collections. The Central book collection and services of the special departments are available to branches. They rely upon messenger service twice weekly in general, and daily in the case of Downtown and Business Branches. Central buys with branch requests in mind, duplicating some titles. Each branch maintains a basic reference collection. It relies considerably upon its periodical files for current reference material. Its periodical appropriation is in addition to its book appropriation. Pamphlets are used extensively to supplement the book collection, especially for current events and local interests. Each branch maintains a list of continuations, some bought annually and others in alternate years, sharing the cost with another branch.

Supplementary funds are occasionally available to branches. These funds are used for special projects, enabling branches to expand certain areas such as mental health, attractive editions of the classics, teen-age books, how-to-do-it books, etc. Recommendations are usually made for these by the branch librarians, by committees, or the special departments.

Branches may order books for three-month loan to meet a limited demand. When all branch orders have been filled, branches have the refusal of these duplicates for their own permanent collections, or they may be added to the Central collections.

Branches may order books in foreign languages for their particular communities on six-month loan. The books are part of the Central book collection.

Branches are advised that rebinding a book is frequently less economical than replacing it with a new copy or more up-to-date book. Weeding is a continuing process, often with the advice of special department heads. Technology librarians, for instance, at as regular intervals as possible, visit each branch to overhaul the science and technology books.

1. Bookmobile. The Bookmobile is a popular library which uses the facilities of the Central collection to fill special requests.
2. Business Branch. See Reference Department.
3. Downtown Branch. The Downtown Branch is a popular library which serves the readers who are employed in the business section. It has daily messenger service and depends upon the Central collection for all books infrequently called for.

III. Special Considerations.

A. Fiction. Pittsburgh recognizes the important role that fiction plays in meeting the objectives of the public library:

educational, enrichment of personal life, and an elightened citizenry.

Five per cent of the annual book appropriation is allocated for new fiction titles. Not included in this total are meritorious novels of limited appeal, bought only for the Central collection, collections of short stories by different authors, and fiction written specifically for young people.

New fiction considered for purchase is read on approval, with the exception of some twenty authors such as Ernest Hemingway, John Steinbeck, etc. It must satisfy the basic criteria of excellence and social significance. A novel may be read on approval by more than one member of the staff, if there is disagreement. Occasionally the Director is asked to make a decision.

Best sellers are considered on individual merits, as are the inferior works of a standard popular author.

Pittsburgh has no pay duplicate or rental library.

In 1938 Pittsburgh ceased to buy novels which have no merit except as entertainment. It had become clear that funds were too limited to cover both the books of educational and cultural value, and the ordinary type of detective and mystery novel, Westerns, and light love stories. In dropping the latter group, it was recognized that this type of entertainment is available cheaply at every newsstand, and that radio (and now television) programs supply this demand.

A list of approximately 350 popular novels of moderate quality was compiled to offer in place of admittedly low quality ones.

At the same time it was decided to discard gradually, certain low quality books already in the collection. Those by Lutz and Pedlar are extreme examples.

Pocket books and paper-back novels are not purchased except to duplicate titles already in the collection when there is some unusual temporary demand.

Some fiction of local interest - from the standpoint of author or background - is bought though it does not meet the Library's standards. These are sometimes placed in the Pennsylvania Division collection.

B. Foreign Language Books. Foreign language fiction is bought from a small fund allocated for this purpose each year. The classics and standard fiction of the better know modern languages are purchased for their cultural value and the masterpieces of the minor languages are also included. Current or popular foreign novels are bought by the same criteria which obtain for English fiction and as funds permit. Titles are selected from authoritative lists and recommendations. They are all catalogued for the Central collection, but added copies may be bought in various languages for temporary loan to branches where there is demand.

Foreign non-fiction is bought for its educational or cultural value. Any department - Art, Music, Lending, Reference or Technology - may buy where adequate translations are not available and the original has some special function.

Foreign language records are being added to the collection.

C. Law. The Allegheny County Law Library serves the courts and citizens in general. Carnegie Library, therefore, limits its purchases to the federal and state statutes, labor law, business law, and books of general interest, thus avoiding expensive duplication.

D. Medicine. The special medical libraries of the Pittsburgh hospitals and the University of Pittsburgh variously serve faculty, hospital staff, students and medical research workers. The Pittsburgh Academy of Medicine Library serves those interested in medical science. Carnegie Library limits its purchases in this field to health books, histories of medicine, medical dictionaries, the pharmacopoeias, and books particularly suitable for the layman.

E. Theology. The Western Theological Seminary Library serves students, ministers and religious workers.

Carnegie Library has rather broad coverage in the field of non-sectarian books of general interest for the layman.

F. Pamphlets. Pamphlet sources are routed by the Book Order Office and checked by the Reference Department, Central Lending Department, Schools Department, Technology Department and the Readers' Consultant. Sources include the "Monthly Catalog of United States Publications", the "Bulletin of the Public Affairs Information Service", the "Vertical File Service Catalog", the "Occupational Index", the "Guidance Index" and the "Labor Education Guide". Other sources may be the "Publishers' Weekly", the "A.L.A. Booklist" and the other catalogues and periodicals checked in the usual manner for the weekly Book meeting.

Pamphlets, after some preliminary screening, are held in the Book Order Office for branches to order. Pittsburgh' and Pennsylvania pamphlets which are continuations are first screened by the reference librarians. Separate Pennsylvania documents are screened by the Book Order Office, and the current branch representative to the Book meeting chooses those for branch consideration.

G. Audio-visual Material. The Pennsylvania College for Women established a film library sometime prior to 1930, and now has a collection of about 2000 films which are available to the public at low rental fees. For this reason, Carnegie Library has not entered this field. The Reference Department keeps the College's film catalogue and the listings of other sources. The Fine Arts Department of the University of Pittsburgh has a large collection of lantern slides, and the Museum of Carnegie Institute makes available its collection of slides to responsible groups. The Art Division of the Carnegie Library has an extensive collection of pictures, prints and reproductions, many of which are circulated. The Boys and Girls Department also maintains a large circulating picture collection.

The Music Division maintains a record library. The David Light section is equipped with record players for the public, and records are also circulated.

The Lending Department is at present expanding its collection of foreign language records and dramatic readings. Regional allocation of a few of the language records has been made to branches.

Contra Costa County Library

BOOK SELECTION - Policies and Objectives

It is the policy of the Contra Costa County Library to select books and materials with which to provide a general circulation and reference service to the adults, young people, and children of the county.

Books and materials are selected which:

1. Provide the citizen with information about himself, his work his community, the world, and his place in it.

2. Provide the basic and significant works in the fields of human endeavor including science, the arts, and the humanities.

Selection must be inclusive rather than exclusive by the very nature of the demands made upon the collection. For this reason, the selective process must provide:

1. Materials to further informal education and self-realization.

2. Materials to further the individual's growth toward creative maturity.

3. Information and printed sources of value to industry, government, agriculture, and business.

4. A reservoir of state, local, and county history.

5. Materials for recreational reading.

Serious works which present an honest aspect of life or of some human problem are selected for their positive values and are not necessarily excluded on a basis of coarse language or frankness. The library does not buy pornography, or books which trade on sensationalism.

It is the library's responsibility to provide material which will enable the citizen to form his own opinions. Therefore, the library will provide books, possibly argumentative, representing the several points of view.

Historically, the public library was developed as an agency for the free, public, informal education of individuals. The Contra Costa County Library subscribes to these ideals.

This policy is dedicated to a selection of those materials of the highest quality in order to assure an objective collection appropriate for the residents of Contra Costa County, the selection to be based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

March 8, 1955

Contra Costa County Library
Press release date: Immediate

WHEREAS,

the public library's function in America has been established by tradition, law, and the logic of a free, democratic society, and

WHEREAS,

this function is to assemble, preserve and to make easily and freely available the printed and other materials that will assist all the people to

Educate themselves continuously
Keep pace with progress in all fields of knowledge
Become better citizens
Be more capable in their daily occupations
Develop their creative and spiritual capacities
Appreciate and enjoy works of art and literature
Make such use of leisure time as will promote their personal and social well-being
Contribute to the growth of knowledge,

THEREFORE,

The Board of Supervisors of Contra Costa County hereby declares it to be the continued policy of the county to promote the establishment and development of a system of free public libraries and to accept the obligation of their support by the county in such manner as may be provided by law.

Resolution passed this 4th day of January, 1955

Martinez, California

Ayes: Goyak, Cummings, Taylor, Buchanan, Frederickson

Noes: None

CONSTITUTION AND BY-LAWS

Article I: NAME:

The name of this organization shall be the CONCORD LIBRARY LEAGUE.

Article II: PURPOSE:

The purpose of this organization shall be to foster closer relations between the Concord Branch Library and the citizens of Concord and environs; to promote knowledge of the functions, resources, services and needs of the Library; to lead in the development of a program for the extension and improvement of the Library services and resources; and to aid in the provision of adequate housing and other facilities for the library.

Article III: MEMBERSHIP:

Section 1: Membership in this organization shall be open to all individuals in sympathy with its purposes, and to representatives of organizations and clubs when such representation is desired.

Section 2: Each organization and individual member shall be entitled to one vote.

Article IV: OFFICERS:

Section 1: The officers of this organization shall be a President, First Vice President, Second Vice President, Secretary, Treasurer and seven Directors.

Section 2: Officers shall be nominated by a committee chosen by the Executive Board. The nominations shall be submitted in writing to the membership two weeks prior to the annual meeting. Additional nominations may be made from the floor at the annual meeting with the consent of the nominee.

Section 3: Officers shall be elected by majority vote of those present at the annual meeting. The term of officers shall be for one year, or until successors have been elected, and shall begin immediately following the annual meeting.

Section 4: Vacancies shall be filled by appointment by the Executive Board until the next regular election.

Article V: DUTIES OF OFFICERS:

Section 1: The officers shall have the usual duties and authority exercised by officers of a non-profit corporation.

Section 2: The President shall be ex-officio member of all committees.

Section 3: The First Vice President shall be in charge of publicity and public relations and shall serve as President in the absence of the President.

Section 4: The Second Vice President shall be in charge of membership and shall serve as President in the absence of the President and the First Vice President.

Article VI: EXECUTIVE BOARD:

Section 1: The Executive Board shall consist of the officers and directors of the organization. The Librarian of the Concord Branch Library and the County Librarian shall serve as ex-officio members of the Executive Board.

Section 2: The Executive Board shall have the authority to appoint committees consistent with the purposes of this organization.

Section 3: Meetings of the Executive Board shall be held quarterly. Special meetings may be called by the President.

Section 4: Seven members of the Executive Board shall constitute a quorum.

Article VII: MEETINGS:

Section 1: This organization shall hold at least one meeting a year.

Section 2: The annual meeting shall be held on a date in the month of May to be determined by the Executive Board. Members shall be notified in writing at least two weeks prior to the date of the meeting.

Section 3: A special meeting of this organization may be called at any time by the Executive Board.

Article VIII: DUES:

Dues shall be payable annually and shall become due on the first day of June. There shall be three classes of dues:

1. Individual members - $1.00
2. Organizational members - $5.00
3. Supporting members - $25.00

Article IX: AMENDMENTS:

Amendments to this Constitution and By-Laws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place.

Article X: PARLIAMENTARY PROCEDURE:

Robert's Rules of Order, Revised, when not in conflict with these By-Laws and Constitution shall govern the proceedings of this organization.

Adopted June 9, 1955

CONCORD LIBRARY LEAGUE, INC.

Recommendations of the Library Services Committee, approved by
the Executive Board of the League

After careful study of various levels of library service offered by other communities, the Library Services Committee offers its recommendations for the new Concord Library.

Library services were divided into three groups: Superior, Moderate, and Minimum. It was learned that Concord Library, because of its completely inadequate building, offers less than minimum service according to standards generally accepted throughout the library profession. Although a superior standard of service is extremely desirable and of great value to any community, the committee concluded that the City of Concord and Contra Costa County cannot afford, at the present time to meet the costs of providing superior library service. Therefore, the Committee recommends that the Moderate level of library service be offered by the new Concord Branch Library.

To provide adequate facilities for a moderate standard of library service at Concord, the Services Committee endorses the recommendations of the Building Committee for a new library building of at least 10,000 square feet in area.

The 10,000 square foot building would provide sufficient space for the necessary book stock of 35,000 volumes and the necessary reading space for all age levels. Recommended seating space for patrons is: 60 adult readers; 70 juvenile readers, including a special area for 15 teen age readers.

Other essential facilities required for services on a moderate scale are:

1. A children's room with space for class visits and story hours
2. Space for an adequate reference collection
3. Space for moderate-sized back files of periodicals and newspapers for reference purposes
4. Provision for juvenile and adult exhibits

Although Concord is not a wealthy city, it is a city whose population consists chiefly of families of moderate means, families whose general living standards are above average. Concord, by providing a moderate-sized new library building in which a reasonable standard of service can be offered, will bring its library facilities up to date and into alignment with general living standards in this area. Such a library will enrich the lives of all the people of Concord, and its value to the thousands of children and young people in this area will be immeasurable.

October, 1955

CONCORD LIBRARY LEAGUE, INC.

Report of the Library Services Committee

The purpose of the Services Committee of the Concord Library League is to explore the various levels of library service which could be offerred by the new Concord Branch Library. When studying the services which should be offered by Concord Library, the committee found it helpful to examine the aims and functions of the American public library as stated in "Public Library Service Standards for California", a pamphlet issued by the California Library Association. This report was prepared by a committee of prominent California librarians under the sponsorship of the California Library Association and the California State Library. To quote the C.L.A. publication:

> "The public library's function in America has been established by tradition, law, and the logic of a free, democratic society. This fuction is to assemble, preserve and to make easily and freely available to all the printed and other materials that will assist them to:
>
> Educate themselves continuously
> Keep pace with progress in all fields of knowledge
> Become better political and social citizens
> Be more capable in their daily occupations
> Develop their creative and spiritual capacities
> Appreciate and enjoy works of art and literature
> Make such use of leisure time as will promote their personal and social well-being
> Contribute to the growth of knowledge."

Through field trips to other libraries and through careful study of various documents and library publications, the committee learned that the following services are offered by modern public libraries whose resources permit them to render up-to-date service:

Services provided by libraries whose resources permit them to provide modern service:

I. General services
  A. Extensive reference collection; reference librarian specialist available in the larger libraries
  B. Adequate book stock
  C. Adequate reading space for all age levels
  D. Requests and interlibrary loans
  E. Pamphlet file
  F. Clippings file
  G. Record collection; in some cases, special rooms for listening to records
  H. Film collection
  I. Local history collection
  J. Picture collection
  K. Adequate back files of periodicals
  L. Back files of several newspapers (local, regional, national)
  M. Browsing chairs for relaxed reading in the library
  N. Wall space for art exhibits
  O. Display cases for special exhibits and library displays
  P. Reader's advisory service
    Staff includes several professional librarians; professional service is available during hours when the library is open to the public.

II. Special services to children and young people
  A. Adequate collection of children's books, encyclopedias, and periodicals
  B. Children's room
  C. Children's librarian
  D. Story hours (this service was offered by most children's departments, even in smaller libraries)
  E. Class visits to the library; instruction in the use of the library; inspirational book talks to school children

F. Summer reading clubs
G. Exhibit cases for children's own collections
H. Book lists on special subjects
I. Readers' advisory service
J. Reference assistance (school work, special interests)
K. Teen room, or teen section of adult room with comfortable chairs and informal decor instead of schoolroom or institutional atmosphere
L. Teenage discussion groups

III. Special services to groups

A. Community room available to local organizations for meetings, programs
B. Compiling of bibliographies for various study groups
C. Lending of special subject groups of books to clubs, etc.
D. Talks, book reviews by library staff members to organizations

SERVICES CURRENTLY BEING OFFERED BY CONCORD BRANCH LIBRARY

I. General services
A. Reference collection (small); reference service limited by lack of materials, time
B. Book stock: varies from 11,000 to 13,000 vols., overflows shelves
C. Inadequate reading space for all age levels (Seating capacity: 22 adult; 8 juvenile)
D. Requests and interlibrary loans
E. Pamphlet file: 3 drawer file, in bad condition due to lack of time for necessary maintenance
F. Periodicals: files of a few magazines, 1 to 5 years back; one periodical, the National Geographic Magazine, 1915 to date
G. Newspapers: current only, no back files
H. Readers' advisory service: very limited

II. Special services to children and young people
A. Small, basic collection of children's books, encyclopedias and periodicals
B. Rundown but popular collection of stereoscopic pictures and 3 stereoscopes for viewing
C. Class visits: were held occasionally until steel stack for added books crowded the room to the limit; Scout groups visit occasionally
D. Readers' advisory service: very limited (no children's librarian)
E. Reference assistance: limited
F. Teen corner on adult side of the reading room, only one section of shelving: quite popular in spite of its inadequacy

Story hours, a basic service at most libraries, are not held at Concord because of the hopelessly crowded quarters. Before the addition of the steel stack, story hours were held in the library for a few weeks each winter under the sponsorship of the Concord Recreation Department. During the summer of 1953, the librarian conducted several story hours in the City Plaza; this location proved unsatisfactory due to the lack of a quiet corner.

III. Special services to groups

Occasionally special groups of books are lent for display at programs of community organizations, or are displayed in the library as a part of some groups' study programs.

Occasional talks to organizations are given by the librarian.

CONCLUSIONS AND RECOMMENDATIONS

The committee concluded that several alternative suggestions should be offered to the League and to the City Council for consideration, and one of these courses should be decided upon as the program which should be recommended to the citizens of Concord.

CONCLUSIONS AND RECOMMENDATIONS (continued)

THREE POSSIBLE LEVELS OF LIBRARY SERVICE--WHICH SHALL BE OUR GOAL?

I. SUPERIOR MODERN FACILITIES AND SERVICES

This level would include all or most of the services offered by large library systems. (listed on pages 1 and 2 of this report)
Services similar to these are offered by such systems as Richmond, Long Beach and Los Angeles Public Libraries. Only Monterey among the cities studied that were comparable in size to Concord offered this level of service. The building at Monterey totalled 18,431 square feet (11,916, main floor) and cost $366,563 for building, furnishing, etc. The building was financed by a bond issue.
This high level of library service is of great value to any community, but it requires a high level of financial support.

II. MODERATE LEVEL OF FACILITIES AND SERVICE

A. Adequate "branch" reference collection
B. Book stock of at least 35,000
C. Reading space for all age levels (60 adults, 70 children including a special area for 15 teen-age readers). A few of the seats should be browsing chairs for relaxed reading
D. Periodicals: moderate-sized back files; a few bound periodicals
E. Pamphlet file
F. Back files of newspapers
G. Children's room with space for class visits, story hours
H. Children's librarian
I. Readers' advisory service: professional librarian on duty at all hours when the library is open to the public
J. Meeting room
K. Wall space for art exhibits
L. Exhibit cases

San Bruno, Redwood City, Hayward and Chula Vista libraries offer service at approximately this level.

For a "moderate" level of service at Concord, a building of at least 10,000 square feet in area would be recommended.

III. MINIMUM SERVICE

A minimum standard of service in a new building at Concord would be such service as the library now offers, improved by the addition of more books, additional staff, more space for adult readers, children, classes, etc. Concord now offers less than minimum service because of space limitations.
A. "Branch" reference collection
B. Book stock of at least 25,000 volumes
C. Children's room (space for class visits, story hours)
D. Back files of periodicals
E. Few months' back files of newspapers
F. Pamphlet file
G. Readers' advisory service: A professional librarian on duty during the hours when the library is open to the public.

"C.L.A. Library Standards" states that no library unit should be smaller than 1400 square feet in area (Concord's building, 1102 square feet); in cities, basic units should vary from 3000 square feet to 8000 or more. Recommended absolute minimum for the present population of Concord: 6400 square feet, with plans for expansion in the near future.

A new and adequate library building for Concord is, of course, the prime requisite before any considerable advance in library service can be made. Such essential services as children's story hours, class visits to the library, maintenance of back newspaper and periodical files require, first of all, the necessary physical space. Second only to the need for a larger building, however, is the need for a larger library budget for books, personnel, and equipment. In order to achieve higher standards of service, the citizens of the county will find it necessary to increase county library revenues.

III. MINIMUM SERVICE (continued)

A reasonably good or moderate standard recommended by the American Library Association in 1948 for library service was $2.25 per capita. ($1.50 for minimum service, $3.00 for superior service). Contra Costa County Library spent $1.13 per capita last year (1954-55).

The Concord Library League can contribute toward raising the standard of library service at Concord by working with other local library associations to endorse the County Librarian's recommendations. More money is needed for added books and personnel, for records and films, if the Contra Costa County Library is to provide modern service to its patrons. Good library service can be provided for this community by intelligent city-county cooperation.

SOURCES OF INFORMATION CONSULTED BY THE SERVICE COMMITTEE:

1. Correspondence with the Library of Congress
2. Correspondence with Mrs. Zimmerman, the State Librarian
3. Correspondence with the American Library Association
4. Study of materials on file at the University of California School of Librarianship (brochures, pamphlets from other libraries)
5. Correspondence with Monterey Public Library, Anaheim Public Library; Hayward Public Library, Chula Vista Public Library
6. Visits by several committee members to other libraries: San Bruno, Redwood City, Hayward, and Richmond
7. "Public Library Service Standards for California", reissued by the California Library Association, Jan. 15, 1955

LIBRARY SERVICES COMMITTEE MEMBERS

Benjamin Gordon, Chairman
Bethel Morris, Co-chairman
Mrs. Jack Biederman
Mrs. Douglas Bevans
Mrs. Mark Edson, Jr.
Mrs. J. P. Newman
John Courtney
Mrs. H. Elise Williams
Mrs. Robert Taines, ex officio member

Summary of the Services Committee's findings submitted by Bethel Morris.

October, 1955

Concord Library League, Inc.

Report of the Building and Site Committee

Scope of Committee Activities

Building and Site Committee has held three meetings to study and review requirements for a new library site and probable building size. Meetings were July 27, August 24, and September 14, 1955. Type of construction and architectural style were not considered as it was felt this matter should be in the province of the designer to be employed.

Material Covered

The committee considered the following:

1. Reports of visits to certain Bay Area Libraries in towns comparable to Concord.
2. Analyzed data published by American Library Association and library plans borrowed by the Concord Library.
3. Studied population growth tendencies of Concord as a guide to future library requirements. Population records and forcasts of various public agencies were analyzed.
4. Met and consulted with the librarian of Concord Library, Mrs. Bethel Morris, and Contra Costa County Librarian Bertha D. Hellum, formerly a consultant for the California State Library.

Recommendations

Size of Site: Approximately one acre (a conservative size)
Location: Lot at the corner of Parkside and Salvio Streets in Concord Civic Center.
Building Size: 10,000 square feet with provision for future expansion.
Parking: To accomodate 40 cars.
Provide for landscaping.

Advantages of Site Recommended

1. Centrally located geographically to serve an area in a three mile radius with future population of 100,000.
2. Already city owned and does not add to tax free property list.
3. Ample space is available.
4. Parking facilities can be coordinated with other civic buildings for mutual use.
5. Library will enhance cultural aspect of Civic Center.
6. As planned highway and road systems are developed, the library will be within increasingly easy reach by auto.

Other site locations were considered but abandoned in favor of the Civic Center because of poor parking facilities, high cost of suitable land and to avoid adding more land to tax free list.

Committee Members:
Robert H. Tanner, Ch'mn.
Mrs. William Backer
Alfred R. Hanson
Andrew Martino
Mrs. C. J. Dobratz
John Rae Harper
Dr. Albert Reinke
Mrs. Rob't Taines, ex-officio member.

October, 1955

SUMMARY OF REPORT OF FINANCE COMMITTEE
ADOPTED BY
CONCORD LIBRARY LEAGUE

Soon after the formation of the Concord Library League a finance committee was appointed and instructed to make a study of all possible means of financing the construction of a new library building with adequate facilities for our growing community. Subsequently, the committee studied six ways of raising money and came to the conclusion that by far the most satisfactory method was to use city taxes under the so-called lease-purchase plan.

The procedure followed in setting up a lease-purchase arrangement involves contracts with a construction company and/or an investor. Title to the land goes to the legal owner and serves as a down-payment and regular payments are pledged out of taxes. In this case a city library tax is recommended, the rate to be determined by the number of years agreed upon for the termination of the contract.

Using a total net city valuation of $22,504,685 (which is in fact already out of date) it was estimated that a five year contract could be paid off by a city library tax of fifteen cents. This represents about the highest rate and the shortest term practical. Since the present county library tax is eight cents this would make a total of twenty-three cents library tax in this area for the estimated five year period. Of course the term of the contract could be greater to permit a lower tax and each annexation to the city raises the total assessed valuation and results in a lower rate. For instance, a twenty-year contract would require a rate of under five cents. The shorter the term the less will be spent on interest charges.

The principal advantages of using a lease-purchase arrangement to pay for a new library building are:

1. It would provide adequate library facilities now, and avoid the penalty of paying for higher building costs.

2. It is comparatively inexpensive to the taxpayer.

3. It is legally simple involving only one already existing government agency--the City. All arrangements can be made by ordinance of the City Council.

September, 1955

REPORT OF FINANCE COMMITTEE
ADOPTED BY
CONCORD LIBRARY LEAGUE

Soon after the formation of the Concord Library League a finance committee was appointed and instructed to make a study of all possible means of financing the construction of a new library building with adequate facilities for our growing community. Subsequently, the committee studied six ways of raising money and came to the conclusion that by far the most satisfactory method was to use city taxes under the so-called lease-purchase plan.

This plan has been widely used in recent years to serve a variety of purposes. It is currently being used by the local hospital district to purchase its newest building and to finance an expansion program. Chula Vista is paying for its new library by this means. The cities of San Bruno and Hayward were able to use funds obtained through the sale of an old library building for a down payment on the new building. That cannot be done in Concord, but money received from the sale of the present Police Station might be earmarked for that purpose.

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1. It would provide adequate library facilities now, and avoid the penalty of paying for higher building costs.

2. It is comparatively inexpensive to the taxpayer.

3. It is legally simple involving only one already existing government agency--the City. All arrangements can be made by ordinance of the City Council.

Other methods of financing the library are:

I. Public subscription or gift
II. Bonds
III. Taxes
IV. Special district

I. Public Subscription -
The idea of a special fund raising drive to obtain money from private donors was carefully investigated by the committee. No source contacted offered us any encouragement in the hope of raising the required amount by this means. Indeed, the most optimistic guess by anyone with any substantial financial background was that we might possibly achieve about $30,000 in this way. Furthermore, a professional fund-raiser who was consulted stated that the prospects of success were not good in an area where Community Chest and United Crusade Drives have had consistently poor results and where there is little prospect of any large donors.

The Committee recommends that no public campaign for library funds be attempted at this time.

II. Bonds -

A bond issue was discussed at some length because a bond election can be called by either the trustees of a special library district or by the city council for the purpose of raising capital funds for a library building. However, voters have a pronounced tendency to oppose bond issues and there is no question but that a long educational campaign would be necessary to ensure the required two-thirds favorable vote.

The Committee recommends that a bond issue be avoided if possible.

III. City Taxes -

The discussion of taxes available for library use revealed that the City Council may, by ordinance, establish a library tax as large as thirty cents a hundred. Funds so acquired may be used for capital investment, operations and maintenance and repairs, and they may be reserved for future use.

It has been established that a City Library Tax may be assessed in an area where a County Library Tax is already levied. (Menlo Park now has the dual library tax).

It would be possible to levy the library tax for a set length of time, the money to be set aside and designated for library construction at the end of the period when the necessary total had been saved. The principal disadvantage to this system is that if building costs continue to rise, the final cost could easily run much higher than present estimates. Meanwhile library facilities would become unbearably inadequate.

IV. Special Library District -

A special library district may be formed and taxes levied for construction of a library under any one of three laws. However, none of the three laws provide as much flexibility as the laws under which the City Council is able to act. The only advantage of a special district is that its boundaries could be so drawn as to include library users not now in the city limits. The committee felt that this argument alone did not justify the multiplication of governmental agencies, since in fact, most library users already live within the city limits and it is anticipated that annexations will include virtually all residents of the area before the library is finally paid for. Moreover, it does not seem desirable for the city to have a major facility in its own civic center over which it would have no control.

In fact, it was pointed out that the community suffers a serious lack of civic pride and unity. Some of our most important public services, such as schools and fire protection, are provided on an area-wide basis with the result that citizens tend to exist in subdivisions and are unable to think and act on the interests of the whole community. The new library should help to improve this state of affairs by providing a cultural center on which to focus the civic pride of the city.

It should also be considered that most library users live fairly near the library and that people using the library tend to trade in the same area.

For all these reasons the committee felt that it would be more logical for the city to construct the new building than to form a special district for the purpose.

Respectfully submitted,

Edith Draemel, Chairman
(Mrs. Frederick Draemel)

Members:
Mrs. George Corwin
Mr. Albert Fassero
Mr. Robert Gagen
Mrs. M. G. Harvey
Mr. Howard B. Richman
Mrs. Robert Taines, ex oficio

September, 1955

RESOLUTION

WHEREAS, a good community library serves:

1- children and teen-agers, supplementing the work of the schools,
2- adults, with opportunities for continuing education (in fact, is the only informal adult educational institution),
3- as a supply of information sources which enables people to solve the everyday problems of living,
4- as a valuable recreational activity for all age levels,

and WHEREAS the present Concord library fails to serve adequately these important and necessary functions because its building is too small,

BE IT RESOLVED THAT____________________________(name of organization) endorses the program of the Concord Library League, Inc., which calls for:

a building at least 10,000 square feet in size, with sufficient parking space, on the lot at the corner of Parkside and Salvio Streets in the proposed Concord Civic Center,

to be paid for with Concord City tax money, with, if necessary, the levying of a special library tax,

and construction to be undertaken at once, as the need is now acute and urgent.

signed:____________________________
(name)

____
(title)

Number of members in organization:_______

October, 1955

TRUSTEES AND COMMISSIONERS

of

PUBLIC LIBRARIES

CALIFORNIA

ROSTER

1953

Issued by Trustees Section
of
California Library Association

ALAMEDA FREE LIBRARY
Alameda, California

Louis B. Gordon '57
3038 Thompson Avenue
Alameda, California

William T. Johns '55
2154 Santa Clara Avenue
Alameda, California

Frank D. Kelly '54
2947 Southwood Drive
Alameda, California

Louis H. Larsen '58
2141 Central Avenue
Alameda, California

Wallace D. Miracle '56
2940 Gibbons Drive
Alameda, California

ALHAMBRA PUBLIC LIBRARY
Alhambra, California

Rev. Peter T. Hanrahan '55
17 South Electric
Alhambra, California

Wilson Rutherford '53
1125 So. 4th Street
Alhambra, California

Mrs. Irva C. Sleeper '53
2108 Winthrop Drive
Alhambra, California

Mrs. Una G. Turner '55
620 Lindaraxa Place
Alhambra, California

Mrs. Norma Yocum '53
1815 So. 4th Street
Alhambra, California

ALTADENA LIBRARY DISTRICT
Altadena, California

Seth B. Nicholson '56
1785 Pepper Drive
Altadena, California

Wm. A. Wilson '54
269 E. Foothill Blvd.
Altadena, California

H. R. Sault '55
782 W. Mariposa
Altadena, California

ANAHEIM PUBLIC LIBRARY
Anaheim, California

Glenn G. Fry '54
% Anaheim Public Library
Anaheim, California

Roberta E. Kendrick '55
% Anaheim Public Library
Anaheim, California

ANAHEIM PUBLIC LIBRARY
(Cont'd)

H. B. Pearson '56
% Anaheim Public Library
Anaheim, California

Martha G. Raymond '54
% Anaheim Public Library
Anaheim, California

L. J. Sheridan '56
% Anaheim Public Library
Anaheim, California

ARCADIA PUBLIC LIBRARY
Arcadia, California

D. W. Ashley '54
143 San Miguel Drive
Arcadia, California

Mrs. Ray H. Kinnison '56
301 Naomi Avenue
Arcadia, California

D. H. McKellar '55
1111 Rodeo Drive
Arcadia, California

Mrs. John P. Ross '55
314 E. Camino Real
Arcadia, California

George Spragins '55
1024 Balboa Drive
Arcadia, California

ARCATA PUBLIC LIBRARY
Arcata, California

Mrs. Homer Arnold
320 - 13th Street
Arcata, California

Everett Brown
1459 F Street
Arcata, California

George E. Reese
1108 C Street
Arcata, California

Miss Mary Sample
136 Mill Street
Arcata, California

H. B. Stewart
1180 C Street
Arcata, California

AUBURN PUBLIC LIBRARY
Auburn, California

Mrs. T. L. Chamberlain
302 Aeolia Drive
Auburn, California

Robert Dahlberg
1293 High Street
Auburn, California

AUBURN PUBLIC LIBRARY
(Cont'd)

L. H. Reynolds
190 Tuttle Street
Auburn, California

Mrs. Wendell Robie
200 Robie Drive
Auburn, California

Mrs. K. D. Robinson
162 Orange Street
Auburn, California

AZUSA PUBLIC LIBRARY
Azusa, California

Robert Manning '56
759 W. 5th Street
Azusa, California

Mrs. Mattie Owens '54
1003 N. Pasadena Avenue
Azusa, California

Edward C. Snyder '55
522 N. Monte Vista
Azusa, California

Miss Lillian Trujillo '54
729 Soldano Avenue
Azusa, California

Mrs. Lydia Wheelehan '56
1130 San Gabriel Avenue
Azusa, California

BANNING SCHOOL DISTRICT LIBRARY
Banning, California

C. O. Barker, Jr. '56
91 W. Indian School Lane
Banning, California

Robert H. Blee '55
534 Wesley
Banning, California

Mrs. Esther T. McClean '54
125 W. Lancaster Road
Banning, California

Thomas O. Pierce '55
971 E. Wilson
Banning, California

James E. Whigam '56
Cabazon
Banning, California

BEAUMONT DISTRICT LIBRARY
Beaumont, California

Lynn Bebee '55
638 Palm Avenue
Beaumont, California

Theo G. De Peel '54
% Beaumont District Library
Beaumont, California

Miss Gladys Nelson '56
Whispering Pines Road
Beaumont, California

BENICIA PUBLIC LIBRARY
Benicia, California

John Benson '56
Benicia Public Library
Benicia, California

Helen Clark '56
Benicia Public Library
Benicia, California

Clifford Crowder '54
Benicia Public Library
Benicia, California

Dean Elshire '55
Benicia Public Library
Benicia, California

Margaret Jerome '54
Benicia Public Library
Benicia, California

BERKELEY PUBLIC LIBRARY
Berkeley, California

Clarence A. Bullwinkel '55
25 Tanglewood Road
Berkeley, California

W. C. Moldenschardt '54
657 Cragmont Avenue
Berkeley, California

Donald H. Parce '53
1805 Monterey Avenue
Berkeley, California

Richard W. Young '53
740 Euclid Avenue
Berkeley, California

Bruce Zimmerman '56
608 San Luis Road
Berkeley, California

** BEVERLY HILLS PUBLIC LIBRARY
Beverly Hills, California

George W. Davis '54
1120 Calle Vista Drive
Beverly Hills, California

Leonard Firestone '54
1014 Laurel Lane
Beverly Hills, California

BLYTHE PUBLIC LIBRARY
Blythe, California

F. J. Appleby
455 N. Second
Blythe, California

Dale Braman
Box 563
Blythe, California

George Covington
% Blythe Public Library
Blythe, California

Ann Evans
517 Avenue A.
Blythe, California

Helen Perry
Box 681
Blythe, California

BRAWLEY PUBLIC LIBRARY
Brawley, California

Mrs. Earl Jack '54
345 J Street
Brawley, California

W. E. Keith '55
621 Gilmour
Brawley, California

Mrs. Archie Little '55
456 H Street
Brawley, California

Mrs. S. Quay Smith '54
344 J Street
Brawley, California

Chester Thompson '53
459 K Street
Brawley, California

BUENA PARK DISTRICT LIBRARY
Buena Park, California

Mrs. Iilo A. Calder '54
6851 Orangethorpe Avenue
Buena Park, California

Mrs. Ada M. Wagg '56
6022 Homewood Avenue
Buena Park, California

Mrs. Emily T. Warren '55
7672 - 9th Street
Buena Park, California

* BURBANK PUBLIC LIBRARY
Burbank, California

Mrs. Benton L. Bowling '56
420 Country Club Drive
Burbank, California

Carl H. Read '54
321 N. Lima Street
Burbank, California

Jasper U. Teague '53
526 E. Fairmount Road
Burbank, California

Sherrell F. Williams '56
1068 E. San Jose Avenue
Burbank, California

BURLINGAME PUBLIC LIBRARY
Burlingame, California

Raymond A. Burns '54
1104 Rosedale Drive
Burlingame, California

A. B. Cargill '56
1422 Bellevue Avenue
Burlingame, California

Mrs. Clara Damm '56
310 Howard Avenue
Burlingame, California

Edwin C. Fichtner '54
1334 Benito Avenue
Burlingame, California

Mrs. Charlotte Johnson '55
121 Channing Road
Burlingame, California

CALISTOGA PUBLIC LIBRARY
Calistoga, California

Mitto Blodgett
℅ Calistoga Public Library
Calistoga, California

HARRISON MEMORIAL LIBRARY
Carmel, California

John E. Abernethy '55
Box 1000
Carmel, California

Mrs. Elise Beaton '55
Box 237
Carmel, California

Albert M. Lester '55
Box 721
Carmel, California

Clayton S. Neill '54
Carmel, California

Miss Gertrude Rendtorff '54
Box 1402
Carmel, California

CHICO PUBLIC LIBRARY
Chico, California

Charles Andrews '55
Anglo Bank Bldg.
Chico, California

J. J. Madigan '55
1640 Magnolia
Chico, California

Mrs. Helen Rahe '57
628 Brice Avenue
Chico, California

Mrs. Leta R. Robbie '57
770 E. 5th Street
Chico, California

Dr. John Smale '57
223 W. 1st Avenue
Chico, California

CHULA VISTA PUBLIC LIBRARY
Chula Vista, California

Harold E. Baker '57
183 Third
Chula Vista, California

CHULA VISTA PUBLIC LIBRARY
(Cont'd)

Mrs. Ethelind Davies '54
399 First Avenue
Chula Vista, California

Mrs. Keith Hall '56
680 Del Mar
Chula Vista, California

E. Winn Kinmore '54
230 Fifth Avenue
Chula Vista, California

Joseph Rindone, Jr. '55
230 Guave
Chula Vista, California

COALINGA DISTRICT LIBRARY
Coalinga, California

M. S. Cornelius '55
Standard 25D Camp Standard Oil
Route 1, Box 38
Coalinga, California

Frank L. King '55
273 Sacramento, Box 796
Coalinga, California

James K. McDowell '54
E. Polk, Box 745
Coalinga, California

Theodore B. Riehl '56
Huron, California

COLTON PUBLIC LIBRARY
Colton, California

Mrs. C. Weynard Bailey '56
197 W. Olive
Colton, California

Mrs. Alfred J. George '54
144 East C Street, Box 173
Colton, California

Wilson C. Hanna '54
712 N. 8th Street
Colton, California

Mrs. Glenn B. Merryfield
1121 N. 8th Street
Colton, California

Dr. J. J. H. Smith '56
137 East H Street
Colton, California

COLTON PUBLIC LIBRARY
(Cont'd)

Eugene B. Wilkerson '55
423 N. 8th Street
Colton, California

COLUSA FREE PUBLIC LIBRARY
Colusa, California

Mrs. Everett Bowes
411 Ninth Street
Colusa, California

Wilmer G. Brill
212 Sixth Street
Colusa, California

U. W. Brown
843 Jay Street
Colusa, California

Mrs. C. D. McComish
344 Twelfth Street
Colusa, California

Mrs. John Scott
600 Fifth Street
Colusa, California

CORONA PUBLIC LIBRARY
Corona, California

Rev. Daniel Hogan '56
812 Victoria
Corona, California

Dr. D. G. Nelson '55
Professional Bldg.
Corona, California

A. M. Root, Jr. '54
Citizens National Bank
Corona, California

George E. Stanley '55
Exchange Lemon Products
Corona, California

Mrs. E. L. Tilson '56
2037 Fullerton Avenue
Corona, California

CORONADO PUBLIC LIBRARY
Coronado, California

Mrs. Dorothea McCall '56
527 Ocean Blvd.
Coronado, California

CORONADO PUBLIC LIBRARY
(Cont'd)

Mrs. W. R. Nichols '57
900 Margarita Avenue
Coronado, California

Lt. Paul D. Peery '56
1414 Tenth Street
Coronado, California

Neil B. Taylor '57
511 Ninth Street
Coronado, California

Dr. Meyer Wiener '55
321 Alameda
Coronado, California

COVINA PUBLIC LIBRARY
Covina, California

C. M. Hunter '56
430 San Jose
Covina, California

James C. Hutchison '55
131 East Puente
Covina, California

G. Z. McClelland '55
145 Navilla Place
Covina, California

C. P. Price '54
548 South Albertson Avenue
Covina, California

Dr. C. W. Searcy '56
22 North Hollenbeck
Covina, California

* CRESCENT CITY PUBLIC LIBRARY
Crescent City, California

Mrs. Nina Byrne
% Crescent City Public Library
Crescent City, California

Mrs. Elizabeth Griffen
% Crescent City Public Library
Crescent City, California

Mrs. Peggy Hampson
% Crescent City Public Library
Crescent City, California

Mrs. Gladys Malphas
% Crescent City Public Library
Crescent City, California

CRESCENT CITY PUBLIC LIBRARY
(Cont'd)

Mrs. Ella Treahearne
% Crescent City Public Library
Crescent City, California

DALY CITY PUBLIC LIBRARY
Daly City, California

Wayne Carr
531 Hillside Blvd.
Daly City, California

Mrs. Andrew Hanselman
506 Hillside Blvd.
Daly City, California

J. F. Marsicano
270 Hillcrest Avenue
Daly City, California

Henry Sundermann
10 Guadalupe Street
Daly City, California

Mrs. Margo Westgaard
233 Wilshire
Daly City, California

DIXON PUBLIC LIBRARY
Dixon, California

Linford Anderson '54
Route 1, Box 195
Dixon, California

Denton Barker '57
Box 8
Dixon, California

T. C. Coleman '56
Box 368
Dixon, California

Arnold Collier '55
Box 175
Dixon, California

Dr. Theodore McCarthy '56
Dixon Public Library
Dixon, California

Mrs. Marion Shreve '55
Box 1182
Dixon, California

EL CENTRO PUBLIC LIBRARY
El Centro, California

J. E. Brock '54
714 Sandalwood
El Centro, California

Mrs. Elmer Heald '55
1005 Wensley Avenue
El Centro, California

D. B. Roberts '55
417 Sandalwood
El Centro, California

Harry Sones '53
620 Sandalwood
El Centro, California

Roy Womack '54
1488 Olive Avenue
El Centro, California

EL SEGUNDO PUBLIC LIBRARY
El Segundo, California

Wilburn E. Baker '55
646 Bungalow Street
El Segundo, California

Neva M. Elsey
203 Richmond Street
El Segundo, California

George E. Gordon, Jr. '57
116 W. Oak Avenue
El Segundo, California

Dave W. Peterson '55
431 Whiting Street
El Segundo, California

Wm. R. Selby '57
338 Whiting Street
El Segundo, California

Walter W. Swanson '57
308 Loma Vista Street
El Segundo, California

ESCONDIDO PUBLIC LIBRARY
Escondido, California

Mrs. Eric Emerson '55
Escondido Public Library
Escondido, California

Mrs. James Keniston '54
Escondido Public Library
Escondido, California

ESCONDIDO PUBLIC LIBRARY
(Cont'd)

Pat W. Murray '53
Escondido Public Library
Escondido, California

Darwin M. Ting '53
Escondido Public Library
Escondido, California

Miss Lucy H. Turrentine '55
Escondido Public Library
Escondido, California

ETNA PUBLIC LIBRARY
Etna, California

H. C. Eller
Etna Public Library
Etna, California

Harvey Green
Etna Public Library
Etna, California

Millie Sethman
Etna Public Library
Etna, California

Ormand Smith
Etna Public Library
Etna, California

EUREKA FREE LIBRARY
Eureka, California

Whitney Alleyn '55
Eureka Free Library
Eureka, California

Bernard B. Bartlett '55
2868 - D Street
Eureka, California

Carter Bates '55
Eureka Free Library
Eureka, California

James Cochrane '55
119-W Wabash
Eureka, California

Lucian Koenig '55
2701 H Street
Eureka, California

FERNDALE PUBLIC LIBRARY
Ferndale, California

Mrs. Florence Blackburn
% Ferndale Public Library
Ferndale, California

Rev. Roscoe D. Douglass
% Ferndale Public Library
Ferndale, California

Mrs. Margaret Hughes
% Ferndale Public Library
Ferndale, California

Mrs. Katherine McKee
% Ferndale Public Library
Ferndale, California

C. M. Turner
% Ferndale Public Library
Ferndale, California

Mrs. Blanche Wetherbee
% Ferndale Public Library
Ferndale, California

FULLERTON PUBLIC LIBRARY
Fullerton, California

Mrs. Wanda J. McGraw '55
601 No. Richman Avenue
Fullerton, California

Dr. G. Wendell Olson '54
219 Buena Vista Drive
Fullerton, California

D. Russell Parks '53
306 W. Wilshire Avenue
Fullerton, California

Mrs. Edith P. Rich '53
361 West Commonwealth Avenue
Fullerton, California

Dr. William H. Wickett '55
Cypress Avenue
Fullerton, California

GILROY PUBLIC LIBRARY
Gilroy, California

Robert K. Byers
Gilroy Public Library
Gilroy, California

George A. Martin
Gilroy Public Library
Gilroy, California

GILROY PUBLIC LIBRARY
(Cont'd)

Mrs. Phyllis Peterman
Gilroy Public Library
Gilroy, California

Mrs. Dorothy Ronald
Gilroy Public Library
Gilroy, California

GLENDORA PUBLIC LIBRARY
Glendora, California

Miss Inez Cook '56
306 E. Foothill Blvd.
Glendora, California

Mrs. Ethel Dyer '56
300 S. Glenwood
Glendora, California

Everett L. Hamilton '55
447 N. Minnesota
Glendora, California

Ralph McKenna '54
650 S. Glendora
Glendora, California

Rev. Galen K. Walker '54
150 S. Vermont
Glendora, California

GRASS VALLEY PUBLIC LIBRARY
Grass Valley, California

John Bray '53
So. Auburn Street
Grass Valley, California

Jerry Brust '53
West Main Street
Grass Valley, California

Stuart Chalmers '55
Church Street
Grass Valley, California

Ralph Deeble '54
So. School Street
Grass Valley, California

Alice Morateur '55
West Main Street
Grass Valley, California

GRIDLEY PUBLIC LIBRARY
Gridley, California

Mrs. Dorothy Brown
275 Hazel Street
Gridley, California

L. V. Canfield
245 Vermont
Gridley, California

C. V. Karns
Highway
Gridley, California

Don T. Lucas
220 Hazel Street
Gridley, California

Mrs. Ilene O'Block
1180 Hazel Street
Gridley, California

HANFORD PUBLIC LIBRARY
Hanford, California

P. E. Adams '55
316 W. Florinda
Hanford, California

J. M. Bowman '54
1101 N. Douty
Hanford, California

Lon M. Dixon '53
217 E. Cameron
Hanford, California

J. E. Richmond '54
128 W. Ivy
Hanford, California

G. K. Spike '53
1503 N. Irwin
Hanford, California

HAYWARD PUBLIC LIBRARY
Hayward, California

Ruth Irving '55
1540 Stafford Avenue
Hayward, California

John A. Mitchell '55
Bank of America
Hayward, California

William S. O'Connor '54
1132 "B" Street
Hayward, California

HAYWARD PUBLIC LIBRARY
(Cont'd)

Thos. B. Russell '56
1192 Russell Way
Hayward, California

Teubert Smith '56
422 McKeever Avenue
Hayward, California

HEALDSBURG PUBLIC LIBRARY
Healdsburg, California

Miss Gertrude Bonham '56
614 Johnson Street
Healdsburg, California

Mrs. R. R. Dennes '55
328 Grant Street
Healdsburg, California

Byron C. Gibbs '55
Route 1, Box 56
Healdsburg, California

A. E. Huddart '54
314 Powell Court
Healdsburg, California

Mrs. L. R. Long '54
532 Fitch Street
Healdsburg, California

HEMET FREE PUBLIC LIBRARY
Hemet, California

I. H. Gibbel '54
120 N. Hamilton
Hemet, California

T. Gordon Jones '53
807 S. San Jacinto Street
Hemet, California

Mrs. Carolyn Thompson '55
State & Kimball
Hemet, California

J. K. Wadsworth '53
717 E. Florida Avenue
Hemet, California

Miss Grace V. Weston '55
304 E. Mayberry Avenue
Hemet, California

* HOLLISTER PUBLIC LIBRARY
Hollister, California

Jeannette Bisho
888 Monterey Street
Hollister, California

Harriet Garner
502 Monterey Street
Hollister, California

Elizabeth Kurtich
1400 Prune Street
Hollister, California

Richard Nolte
Prune St. & Tres Pinos Road
Hollister, California

Chester Ross
670 - 5th Street
Hollister, California

HUNTINGTON BEACH PUBLIC LIBRARY
Huntington Beach, California

E. G. Hasson '56
601 - 10th Street
Huntington Beach, California

Mrs. Pearl Jones '56
619 - 8th Street
Huntington Beach, California

J. K. McDonald '54
755 Main Street
Huntington Beach, California

Mrs. Berta Tovatt '55
419 - 10th Street
Huntington Beach, California

Mrs. Edith Vavra '54
908 Magnolia
Huntington Beach, California

IMPERIAL PUBLIC LIBRARY
Imperial, California

Lawrence Eager
% Imperial Public Library
Imperial, California

Lois Hibbond
% Imperial Public Library
Imperial, California

Clessie Slattery
% Imperial Public Library
Imperial, California

IMPERIAL PUBLIC LIBRARY
(Cont'd)

Carrie G. Townsend
% Imperial Public Library
Imperial, California

D. D. Vinezant
% Imperial Public Library
Imperial, California

INDIO PUBLIC LIBRARY
Indio, California

G. L. Christiansen '55
82 - 895 Requa
Indio, California

Mrs. Ralph Crom '54
45 - 359 King Street
Indio, California

Mrs. A. N. Hopland '54
44 - 660 Roubidoux
Indio, California

Mrs. Rex T. Johnson '53
44 - 811 Roubidoux
Indio, California

Thomas J. Mullan '53
45 - 201 Deglet Noor
Indio, California

KING CITY PUBLIC LIBRARY
King City, California

Miss Romildo Dedini
630 Broadway
King City, California

Mrs. Birdie Hamilton
416 Lynn Street
King City, California

Mrs. Eva Mansfield
526 Lynn Street
King City, California

Mrs. Elsie Newman
521 Bassett Street
King City, California

Mrs. Bernice Thompson
622 Bassett Street
King City, California

* LAKEPORT CARNEGIE LIBRARY
Lakeport, California

Mrs. S. M. Millberry '54
% Lakeport Carnegie Library
Lakeport, California

Mrs. Willie Newcomb '55
% Lakeport Carnegie Library
Lakeport, California

B. J. Turner '54
% Lakeport Carnegie Library
Lakeport, California

Clark Van Fleet '55
% Lakeport Carnegie Library
Lakeport, California

LARKSPUR PUBLIC LIBRARY
Larkspur, California

Mayor Ward H. Austin
88 Ardmore
Larkspur, California

Mrs. Carleton Cherry
22 Marina Vista
Larkspur, California

Mrs. Marie C. Fleming
20 Olive Avenue
Larkspur, California

Mrs. Elizabeth McLeran
200 Acacia Avenue
Larkspur, California

Mrs. Peter Trimble
% Larkspur Public Library
Larkspur, California

LIVERMORE PUBLIC LIBRARY
Livermore, California

H. J. Callaghan '54
Box 196
Livermore, California

Manley J. Clark '53
68 South Livermore
Livermore, California

Carl G. Clarke '54
256 - 3rd Street
Livermore, California

John W. Robertson '55
Box S
Livermore, California

LIVERMORE PUBLIC LIBRARY
(Cont'd)

F. J. Woods '53
232 South J Street
Livermore, California

LODI PUBLIC LIBRARY
Lodi, California

Dr. W. J. Coffield '56
26 S. Crescent Avenue
Lodi, California

Arthur W. Marquardt '54
700 Palm Avenue
Lodi, California

Miss Ida L. Rinn '55
410 W. Oak Street
Lodi, California

Reuben P. Rott '56
11 N. Avena Avenue
Lodi, California

Lewis P. Singer, Jr. '55
105 S. Crescent Avenue
Lodi, California

LOMPOC PUBLIC LIBRARY
Lompoc, California

Mrs. Grace Anderson '54
334 South "L" Street
Lompoc, California

Dr. Milton V. Duncan '56
214 South "H" Street
Lompoc, California

Lawrence Grossman '54
307 South "F" Street
Lompoc, California

Arthur R. Hapgood '55
217 South "G" Street
Lompoc, California

Mrs. Catherine Keys '56
122 South "I" Street
Lompoc, California

** LONG BEACH PUBLIC LIBRARY
Long Beach, California

Walter Case '54
% Long Beach Public Library
Long Beach, California

LONG BEACH PUBLIC LIBRARY
(Cont'd)

Mrs. H. L. Harrison '54
% Long Beach Public Library
Long Beach, California

Mrs. Ralph D. Russell '54
% Long Beach Public Library
Long Beach, California

LOS ANGELES PUBLIC LIBRARY
Los Angeles, California

Robert J. Bauer '55
742 S. Hill Street
Los Angeles, California

Edward A. Dickson '58
600 S. Hill Street
Los Angeles, California

Mrs. Justus A. Kirby '56
845 S. Windsor Blvd.
Los Angeles, California

Rev. Timothy Manning '57
1531 W. Ninth Street
Los Angeles, California

Rufus B. von KleinSmid '54
Library
University of Southern California
Los Angeles, California

LOS GATOS PUBLIC LIBRARY
Los Gatos, California

John Baggerly
110 Johnson Avenue
Los Gatos, California

Fred Berryman
221 Wilder Avenue
Los Gatos, California

Miss Leonora Ghetti
9 Glenridge Avenue
Los Gatos, California

Mrs. Ethel Kretsinger
33 Glenridge Avenue
Los Gatos, California

Cecil B. Spotswood
Route 1, Box 127
Los Gatos, California

MILL VALLEY PUBLIC LIBRARY
Mill Valley, California

Mrs. Schultz Engelhart '56
39 Hillcrest Road
Mill Valley, California

Mrs. Redfern Mason '55
144 Hillside Avenue
Mill Valley, California

George F. Parker '54
% U. S. Post Office
Mill Valley, California

Mrs. J. A. Polanshek '55
110 Chapman Road
Mill Valley, California

W. F. Ramsey '56
309 Corte Madera Avenue
Mill Valley, California

McHENRY PUBLIC LIBRARY
Modesto, California

Mrs. Rebecca Heckendorf '56
215 E. Patricia Lane
Modesto, California

Mrs. W. H. Langdon
424 Hurlingham Avenue
San Mateo, California

W. H. Murray '55
620 Ila Way
Modesto, California

A. E. Puccinelli '55
1013 Yale Avenue
Modesto, California

MONROVIA PUBLIC LIBRARY
Monrovia, California

Mrs. Gerald F. Bartle '55
432 N. Encinitas
Monrovia, California

Norman Crandall '54
116 El Nido
Monrovia, California

Herbert J. Gerhardt '55
125 W. Scenic Drive
Monrovia, California

Lawrence R. McNamee
248 Highland Place
Monrovia, California

MONROVIA PUBLIC LIBRARY
(Cont'd)

Mrs. Dorothy Sanborn '54
447 N. Encinitas
Monrovia, California

MONTEREY PUBLIC LIBRARY
Monterey, California

J. G. Costello '56
Box 271
Monterey, California

Henry Dunakin '56
Box 934
Monterey, California

Mrs. C. E. Simpson '54
1176 Harrison Street
Monterey, California

William Stahl '54
Box 167
Monterey, California

Mrs. J. O. Tostevin '56
P. O. Box 629
Monterey, California

MOUNTAIN VIEW PUBLIC LIBRARY
Mountain View, California

Malcolm Aitken '56
519 Hope Street
Mountain View, California

Mrs. Roy Driscoll '56
491 Burgoyne
Mountain View, California

J. L. Jones '54
427 Pettis Street
Mountain View, California

Mrs. Donald Mackey '54
578 Bailey Street
Mountain View, California

Mrs. L. H. Stalford '53
1939 California Street
Mountain View, California

* GOODMAN PUBLIC LIBRARY
Napa, California

Mrs. Raymond Ghidella
685 Monticito Blvd.
Napa, California

GOODMAN PUBLIC LIBRARY
(Cont'd)

Robert S. Holden
563 Jefferson Street
Napa, California

Mrs. Marvin McCormick
1875 Fuller Way
Napa, California

Albert S. Pedler
2747 Beard Road
Napa, California

Herbert G. Sawyer
1325 Pine Street
Napa, California

NATIONAL CITY PUBLIC LIBRARY
National City, California

Mrs. Burleigh Bagnall '55
204 E. 1st Street
National City, California

A. Watson Brown '55
534 E. 1st Street
National City, California

General L. L. Davis '54
2510 J Avenue
National City, California

Mrs. George James '54
1424 J Avenue
National City, California

Mrs. Henry Wilson '56
3030 Palmer Way
National City, California

NEVADA CITY FREE LIBRARY
Nevada City, California

Richard R. Goyne '57
507 Nevada Street
Nevada City, California

Benjamin Hall '54
423 Pine Street
Nevada City, California

E. Merritt Rector '58
Nevada Street
Nevada City, California

Thos. W. Richards '55
Dickerman's Drug Store
Nevada City, California

NEVADA CITY FREE LIBRARY
(Cont'd)

Phil E. Scadden '56
510 Coyote Street
Nevada City, California

NEWPORT BEACH PUBLIC LIBRARY
Newport Beach, California

Mrs. C. M. Deakins
306 Alvarado Street
Newport Beach, California

Mrs. Edgar Hill
615 Via Lido Soud
Newport Beach, California

Mrs. Stedman Hoar
2118 Ocean Blvd.
Newport Beach, California

Robert Hurwitz
523 Tustin
Newport Beach, California

O. W. Richard
409 Clay Street
Newport Beach, California

OAKLAND CITY LIBRARY
Oakland, California

Mrs. J. T. Beales, Jr. '56
919 Larkspur Road
Oakland, California

Edward G. Brown '57
2925 El Monte Avenue
Oakland, California

Gerald J. Brusher '58
3912 Greenwood Avenue
Oakland, California

Robert H. Callaway '55
1040 Mandana Blvd.
Oakland, California

Mrs. Oscar M. Price '53
2025 10th Avenue
Oakland, California

OCEANSIDE PUBLIC LIBRARY
Oceanside, California

Joyce Carroll '54
518 South Nevada
Oceanside, California

OCEANSIDE PUBLIC LIBRARY
(Cont'd)

Roy W. Hoover '55
524 South Clementine
Oceanside, California

Mrs. Homer D. Hoskins '55
2023 South Pacific
Oceanside, California

Gladys Murphy '56
409 North Ditmar
Oceanside, California

Clara Tolton '56
2010 South Freeman
Oceanside, California

ONTARIO PUBLIC LIBRARY
Ontario, California

J. A. Armstrong '56
307 West 6th Street
Ontario, California

Sanford Ballou '55
1208 N. Euclid
Ontario, California

R. L. Cummer '56
1206 West 4th Street
Ontario, California

Dr. L. L. Rathbun '55
747 N. Euclid
Ontario, California

E. J. Sandford '54
501 N. Vine
Ontario, California

ORANGE PUBLIC LIBRARY
Orange, California

James E. Donegan '54
1025 E. Almond
Orange, California

Mrs. Arthur J. Nies '54
475 N. Tustin
Orange, California

Mrs. E. H. Smith '55
258 N. Center
Orange, California

Dr. Herbert Wallace '55
342 E. Maple
Orange, California

ORANGE PUBLIC LIBRARY
(Cont'd)

Fred Wrye '56
512 E. Palmyra
Orange, California

ORLAND FREE PUBLIC LIBRARY
Orland, California

William Cook
% Orland Free Public Library
Orland, California

Norman Johansen
% Orland Free Public Library
Orland, California

OROVILLE PUBLIC LIBRARY
Oroville, California

Mrs. Charles Benninger '54
1080 Floral Avenue
Oroville, California

Mrs. Henry Everett '54
2869 Hawthorne
Oroville, California

Miss Ida Huganey '55
1280 High Street
Oroville, California

Mrs. Walter Reece '56
1574 Veatch Street
Oroville, California

Mrs. Robert Stapleton '55
1681 Bird Street
Oroville, California

OXNARD PUBLIC LIBRARY
Oxnard, California

Mrs. J. R. Doud '54
340 H Street
Oxnard, California

R. B. Haydock '56
243 C Street
Oxnard, California

Paul Lehmann '56
239 W. 5th Street
Oxnard, California

John Todd '54
333 W. 4th Street
Oxnard, California

OXNARD PUBLIC LIBRARY
(Cont'd)

Preston Uhler '56
610 So. G Street
Oxnard, California

* PACIFIC GROVE PUBLIC LIBRARY
Pacific Grove, California

Harold E. Davis '56
955 Egan Avenue
Pacific Grove, California

Greene Erskine '56
1223 Ocean View Blvd.
Pacific Grove, California

Mrs. J. B. Phillips '56
950 - 14th Street
Pacific Grove, California

WELWOOD MURRAY MEMORIAL LIBRARY
Palm Springs, California

Melba Bennet '56
% Welwood Murray Memorial Library
Palm Springs, California

Mrs. Burnham Bigelow '54
% Welwood Murray Memorial Library
Palm Springs, California

Francis Crocker '56
% Welwood Murray Memorial Library
Palm Springs, California

William Dean '55
% Welwood Murray Memorial Library
Palm Springs, California

Carl Lykken '55
% Welwood Murray Memorial Library
Palm Springs, California

PALOS VERDES PUBLIC LIBRARY
Palos Verdes Estates, California

Mrs. Oliver C. Field '55
1600 Espinosa Circle
Palos Verdes Estates, California

Russell H. Green '54
1809 via Coches
Palos Verdes Estates, California

Levering Lawrason '56
780 via Somonte
Palos Verdes Estates, California

* PASADENA PUBLIC LIBRARY
Pasadena, California

Dr. Walter S. Adams
873 North Hill Avenue
Pasadena, California

Ernest A. Batchelder
626 S. Arroyo Blvd.
Pasadena, California

Ernest C. Watson
551 S. Hill Avenue
Pasadena, California

Mrs. Katharine C. Watson
283 S. Grand Avenue
Pasadena, California

Clarence A. Winder
1948 N. Marengo Avenue
Pasadena, California

Mrs. Howard W. Wright
330 N. San Rafael Avenue
Pasadena, California

PASO ROBLES PUBLIC LIBRARY
Paso Robles, California

Mrs. Adele Bryan '56
% Paso Robles Public Library
Paso Robles, California

Mrs. Myrtle DeChaine '54
% Paso Robles Public Library
Paso Robles, California

Mrs. Birdie L. Dresser '55
% Paso Robles Public Library
Paso Robles, California

Mrs. O. Mae Trager '56
% Paso Robles Public Library
Paso Robles, California

Mrs. Mable Turner '54
% Paso Robles Public Library
Paso Robles, California

PERRIS PUBLIC LIBRARY
Perris, California

Mrs. Dorothy Bliss
% Perris Public Library
Perris, California

Mrs. William A. Hendrickson
% Perris Public Library
Perris, California

PERRIS PUBLIC LIBRARY
(Cont'd)

Mrs. Dorothy Hoadley
% Perris Public Library
Perris, California

Mrs. Rufus Hook, Jr.
% Perris Public Library
Perris, California

Mrs. John Kirkpatrick
% Perris Public Library
Perris, California

* PETALUMA PUBLIC LIBRARY
Petaluma, California

Lewis H. Cromwell '53
30 Brown Court
Petaluma, California

Dr. D. E. Davis '53
635 D Street
Petaluma, California

E. A. Nisson '53
627 B Street
Petaluma, California

Leigh Shoemaker
615 N. Fair Street
Petaluma, California

Miss Tessie B. Sweed
301 Keokik Street
Petaluma, California

PLACENTIA DISTRICT LIBRARY
Placentia, California

Mrs. J. B. Cochran '55
131 Orange Grove Avenue
Placentia, California

Mrs. Robert Dowling '56
15622 Placentia Yorba Avenue
Placentia, California

Mrs. Clarence Haiber '54
225 Bradford Avenue
Placentia, California

POMONA PUBLIC LIBRARY
Pomona, California

Mrs. Will A. Bowen '55
410 E. Pasadena
Pomona, California

POMONA PUBLIC LIBRARY
(Cont'd)

Walter W. Jones '57
349 Lincoln Avenue
Pomona, California

Winston Nelson '57
1896 Berkeley Avenue
Pomona, California

I. Alvin Oliver '55
306 Randolph Street
Pomona, California

Lawrence C. Smith '57
1962 Berkshire Way
Pomona, California

PORTERVILLE PUBLIC LIBRARY
Porterville, California

Mrs. Douglas Beattie '54
P. O. Box 1185
Porterville, California

Rev. Charles Brandon '56
% Porterville Public Library
Porterville, California

Lee H. Clearman '55
514 Kanai Street
Porterville, California

Charles U. Patmore '56
418 W. School Street
Porterville, California

Mrs. Frank H. Pratt '54
305 Murry Street
Porterville, California

HERBERT KRAFT FREE PUBLIC LIBRARY
Red Bluff, California

Clarence Bateson '55
1635 Lincoln Street
Red Bluff, California

Mrs. William Conroy '56
553 Lincoln Street
Red Bluff, California

Miss Virginia Norvell '55
Rio Way
Red Bluff, California

Raymond Vestal '56
547 Washington Street
Red Bluff, California

HERBERT KRAFT FREE PUBLIC LIBRARY
(Cont'd)

Mrs. A. W. Woolf '54
Doane Way
Red Bluff, California

A. K. SMILEY PUBLIC LIBRARY
Redlands, California

N. Dushane Hynson '55
Wabash Avenue
Redlands, California

Wm. G. Moore '54
712 S. Buena Vista
Redlands, California

J. J. Prendergast '54
174 Dwight
Redlands, California

Brooke Sawyer '53
Box 150
Redlands, California

Louis P. Scherer '53
9 Box C
Redlands, California

REDONDO BEACH PUBLIC LIBRARY
Redondo Beach, California

Myrtle H. Blaisdell
2406 Burritt Avenue
Redondo Beach, California

Florence Carner
803 N. Lucia Street
Redondo Beach, California

Dorothy A. Carter
2109 Grant Avenue
Redondo Beach, California

C. T. Walberg
408 Emerald Street
Redondo Beach, California

Agnes S. Wright
725 S. Broadway Avenue
Redondo Beach, California

REDWOOD CITY PUBLIC LIBRARY
Redwood City, California

Dr. N. C. Cummings '54
35 King Street
Redwood City, California

REDWOOD CITY PUBLIC LIBRARY
(Cont'd)

Wilfred J. McKeegan '55
428 Grand Street
Redwood City, California

Mrs. Helen W. Myers '56
19 Fulton Street
Redwood City, California

A. P. Patten '54
478 Aremeldel Ora
Redwood City, California

Mrs. Z. T. Thorning '55
1614 Hopkins Avenue
Redwood City, California

RICHMOND PUBLIC LIBRARY
Richmond, California

Dempster Drowley
5410 Sierra Avenue
Richmond, California

Mrs. Edythe Kaufman
3714 Cerrito Avenue
Richmond, California

Dr. E. W. O'Brien
609 - 12th Street
Richmond, California

Richard Plate
440 - 10th Street
Richmond, California

Mrs. W. W. Scott
66 Murdock Avenue
Richmond, California

RIVERSIDE PUBLIC LIBRARY
Riverside, California

Howard Boylan '57
4736 W. Rubidoux Drive
Riverside, California

Henry W. Coil '57
3505 Beechwood Place
Riverside, California

Rev. L. B. Moss '56
2775 - 11th Street
Riverside, California

F. E. Pinkerton '55
1412 Orange Street
Riverside, California

RIVERSIDE PUBLIC LIBRARY
(Cont'd)

Mrs. Mary H. Winship '54
9742 Magnolia Avenue
Riverside, California

ROSEVILLE PUBLIC LIBRARY
Roseville, California

W. H. Birdsall '55
621 Lincoln Street
Roseville, California

Mrs. Ita Botsai '55
205 Columbia Avenue
Roseville, California

Dr. Frank J. Catalano '55
307 Lorraine Street
Roseville, California

Mrs. Anita Freeman '55
191 Park Drive
Roseville, California

Mrs. Amelia Welker '53
609 Alta Vista Avenue
Roseville, California

* ST. HELENA PUBLIC LIBRARY
St. Helena, California

Mrs. Paul Alexander
Alexander Court
St. Helena, California

Wm. Harris
1709 Vineyard Avenue
St. Helena, California

W. W. Lyman
St. Helena Highway
St. Helena, California

Mrs. Anthony Ten Broek
1136 Edwards Street
St. Helena, California

Miss Marietta Voohees
1329 Madrona Avenue
St. Helena, California

SALINAS PUBLIC LIBRARY
Salinas, California

Mrs. Lorene Lemos '55
114 Homestead
Salinas, California

SALINAS PUBLIC LIBRARY
(Cont'd)

Mrs. May Overhouse '54
502 Central
Salinas, California

Walter Phillips '53
807 So. Main
Salinas, California

SAN ANSELMO PUBLIC LIBRARY
San Anselmo, California

Miss Valerie Ansel '56
245 Crescent Road
San Anselmo, California

Miss Grace Cornwall '54
198 Sir Francis Drake Blvd.
San Anselmo, California

Fred Hines '56
16 Yolanda Drive
San Anselmo, California

J. Edward Jones '55
150 Broadmoor Avenue
San Anselmo, California

Major Eugene Robinson '54
126 Prospect Avenue
San Anselmo, California

SAN BERNARDINO PUBLIC LIBRARY
San Bernardino, California

Neal Batchelor '57
2839 D Street
San Bernardino, California

L. Burr Belden '57
3383 Mountain View Avenue
San Bernardino, California

Rabbi Norman F. Feldheym '55
840 Bernard Way
San Bernardino, California

R. H. Neddersen '55
388 25th Street
San Bernardino, California

Mrs. Olive K. Palmtag '55
California Hotel
San Bernardino, California

* SAN DIEGO PUBLIC LIBRARY
San Diego, California

Mrs. Gage Brenneman
3637 Curtis Street
San Diego, California

Laurence M. Klauber
P. O. Box 1831
San Diego, California

Thomas O. Scripps
4004 Bayard Street
San Diego, California

SAN FRANCISCO PUBLIC LIBRARY
San Francisco, California

James F. Allen '55
760 Market Street
San Francisco, California

Fitz-Gerald Ames, Sr. '56
Board of Library Commissioners
335 Hayes Street
San Francisco, California

John J. Cuddy '57
703 Market Street
San Francisco, California

Fred Dettmering '54
36 Annie Street
San Francisco, California

Theodore Fischer '57
1700 Waller Street
San Francisco, California

John Graves '55
1360 Jones Street
San Francisco, California

Evelyn La Place '54
949 Taraval
San Francisco, California

Milton K. Lepetich '54
1427 Larkin Street
San Francisco, California

Sam M. Markovwitz '56
Russ Building, Room 1160
San Francisco, California

Mrs. J. Henry Mohr '56
2 Castenada
San Francisco, California

Rene A. Vayssie '57
2559 Green Street
San Francisco, California

SAN JACINTO PUBLIC LIBRARY
San Jacinto, California

Roy Copeland
% San Jacinto Public Library
San Jacinto, California

Mrs. Harry C. Dane
% San Jacinto Public Library
San Jacinto, California

Mrs. Chester Kline
% San Jacinto Public Library
San Jacinto, California

Mrs. Charles B. Long
% San Jacinto Public Library
San Jacinto, California

Mrs. Ernest L. Midgley
% San Jacinto Public Library
San Jacinto, California

SAN JOSE PUBLIC LIBRARY
San Jose, California

Dr. Jay C. Elder '55
675 Margaret
San Jose, California

Henry G. Hill '54
465 S. 15th Street
San Jose, California

Aaron Richards '56
1900 Emory
San Jose, California

Mrs. Frances Stark '53
935 Louise
San Jose, California

Jack Wright '54
847 Asbury
San Jose, California

SAN JUAN BAUTISTA CITY LIBRARY
San Juan Bautista, California

Herman Bothelo
% San Juan Bautista City Library
San Juan Bautista, California

Joe Cullumber
% San Juan Bautista City Library
San Juan Bautista, California

John Jensen
% San Juan Bautista City Library
San Juan Bautista, California

SAN LEANDRO PUBLIC LIBRARY
San Leandro, California

Frank H. Case '54
615 Pala Avenue
San Leandro, California

Edmund W. Cole '55
790 Rodney Drive
San Leandro, California

Donald R. Freethy '56
1290 Douglas Court
San Leandro, California

Anna W. Gill '56
558 Joaquin Avenue
San Leandro, California

Mrs. G. J. Helms '54
445 Beverly Avenue
San Leandro, California

SAN LUIS OBISPO PUBLIC LIBRARY
San Luis Obispo, California

Mrs. Frances Campbell
378 Grand Street
San Luis Obispo, California

Miss Margaret H. Chase
1355 Mill Street
San Luis Obispo, California

Mrs. Gladyce Forden
89 North Broad Street
San Luis Obispo, California

Dr. David M. Grant
English Department
California State Polytechnic College
San Luis Obispo, California

Timothy O'Reilly
Bank of America Bldg.
San Luis Obispo, California

SAN MARINO PUBLIC LIBRARY
San Marino, California

Leslie E. Bliss '54
150 Marathon Road
Altadena, California

Mrs. Jackson W. Chance '56
1245 San Marino Avenue
San Marino, California

Mrs. Harold Dryden '53
820 Winston Avenue
San Marino, California

SAN MARINO PUBLIC LIBRARY
(Cont'd)

Andrew Dunlap '55
955 Roxbury Road
San Marino, California

McClarty Harbison '55
1045 Roanoke Road
San Marino, California

SAN MATEO PUBLIC LIBRARY
San Mateo, California

Elinor Louise Falvey '55
818 B Street
San Mateo, California

Walter Jack '54
240 San Mateo Drive
San Mateo, California

A. L. Stoner '55
150 West 3rd Avenue
San Mateo, California

E. B. Walthall '53
415 Sonora Drive
San Mateo, California

Lesley Wilder '54
15 Second Avenue
San Mateo, California

SAN RAFAEL PUBLIC LIBRARY
San Rafael, California

Phillip F. Brown '57
7 Palm Avenue
San Rafael, California

Col. L. B. C. Jones '57
1618 Grand Avenue
San Rafael, California

Robert H. Menzies '55
1408 Mission Avenue
San Rafael, California

Mrs. W. F. Murray '55
1018 Grand Avenue
San Rafael, California

C. C. Webb '57
316 Laurel Place
San Rafael, California

SANTA ANA PUBLIC LIBRARY
Santa Ana, California

Ted Blanding '53
1104 W. 8th
Santa Ana, California

Herbert Hill '55
1417 No. Towner
Santa Ana, California

Robert Larsen '54
1610 No. Rosewood
Santa Ana, California

Richard Marshall '55
1211 So. Main Street
Santa Ana, California

Catherine Quick '53
2218 No. Ross Street
Santa Ana, California

* SANTA BARBARA PUBLIC LIBRARY
Santa Barbara, California

Frederick D. Anderson
260 Loma Media
Santa Barbara, California

Dr. Percy Gray
1436 Laguna Street
Santa Barbara, California

Herbert Orriss
Rincon Vista Road
Santa Barbara, California

Mrs. Arthur Rey
547 Drexel Drive
Santa Barbara, California

Charles Remele
891 Jimeno Road
Santa Barbara, California

SANTA CLARA PUBLIC LIBRARY
Santa Clara, California

O. K. Anderson
1419 Franklin Street
Santa Clara, California

Mrs. E. G. Keffel
945 Fremont Street
Santa Clara, California

William H. Schwalbe
746 Poplar Street
Santa Clara, California

SANTA CLARA PUBLIC LIBRARY
(Cont'd)

Mrs. Alice Squires
1111 Santa Clara Street
Santa Clara, California

SANTA CRUZ PUBLIC LIBRARY
Santa Cruz, California

Paul Forgey '55
1419 Pacific Avenue
Santa Cruz, California

Mrs. J. F. Morris '56
316 California
Santa Cruz, California

Warren Penniman '56
1537 Pacific Avenue
Santa Cruz, California

C. F. Petsch '54
230 Morrissey Avenue
Santa Cruz, California

Ray J. Seller '57
1502 Pacific Avenue
Santa Cruz, California

SANTA MARIA PUBLIC LIBRARY
Santa Maria, California

Jesse H. Chambers '55
321 South Airport
Santa Maria, California

Miss Ida Kriegel '53
407 N. Miller
Santa Maria, California

Mrs. Winifred LeFranchi '53
120 Palm Court Drive
Santa Maria, California

Mrs. Elizabeth May '55
825 South McClelland
Santa Maria, California

Coyle Ritchie '54
319 E. El Camino
Santa Maria, California

SANTA MONICA PUBLIC LIBRARY
Santa Monica, California

Samuel J. Crawford '54
Central Tower Building
Santa Monica, California

SANTA MONICA PUBLIC LIBRARY
(Cont'd)

Dr. David J. Donnan '57
First Presbyterian Church
131 Arizona Avenue
Santa Monica, California

Robert Nittinger '54
1335 Third Street
Santa Monica, California

Jacob Rubel '56
Sovereign Apartments
205 Washington Avenue
Santa Monica, California

Mrs. H. Wright Seiger '55
1100 Georgina
Santa Monica, California

DEAN HOBBS BLANCHARD MEMORIAL LIBRARY
Santa Paula, California

Clarence Beckley '54
806 Santa Paula Street
Santa Paula, California

Sarah E. Blanchard '55
P. O. Box 111
Santa Paula, California

Walter W. Phelps '55
1167 Say Road
Santa Paula, California

Everett Smith '53
1177 Say Road
Santa Paula, California

Mrs. Roy Wilson '53
901 Grant Line
Santa Paula, California

SANTA ROSA PUBLIC LIBRARY
Santa Rosa, California

Mrs. Roe M. Barrett '55
415 Parker Drive
Santa Rosa, California

Merlyn L. Bruner '56
1011 Benton Street
Santa Rosa, California

Mrs. William Pecot '54
823 Spencer Street
Santa Rosa, California

SANTA ROSA PUBLIC LIBRARY
(Cont'd)

Fred Seimears '54
1108 St. Helena Avenue
Santa Rosa, California

Carlton Spridgen '55
1620 Finlaw Street
Santa Rosa, California

SAUSALITO PUBLIC LIBRARY
Sausalito, California

Mrs. George Cummings
5 Josephine Avenue
Sausalito, California

Rev. J. Keith Hammond
6 Santa Rosa Avenue
Sausalito, California

Mrs. Leo Kemper
171 Harrison Avenue
Sausalito, California

Leonard S. Wood
144 Bulkley
Sausalito, California

Mrs. James Wyatt
655 Sausalito Blvd.
Sausalito, California

SEBASTOPOL PUBLIC LIBRARY
Sebastopol, California

Mrs. J. L. Fredricks
260 Washington
Sebastopol, California

Mrs. May Hohl
1045 St. Helena Way
Sebastopol, California

Rev. Virgil Jackson
North Main Street
Sebastopol, California

Mrs. Ralph Thole
Walker Avenue
Sebastopol, California

Robert Wakefield
380 Pitt Avenue
Sebastopol, California

SIERRA MADRE PUBLIC LIBRARY
Sierra Madre, California

Robert D. Dodge '55
111 E. Orange Grove
Sierra Madre, California

Herbert J. Harrison '56
624 Ramona
Sierra Madre, California

Martha C. Pritchard '56
121 E. Alegria
Sierra Madre, California

John A. Rudbach '54
272 E. Highland
Sierra Madre, California

Webster W. Vannier '55
131 Bonita
Sierra Madre, California

SIGNAL HILL PUBLIC LIBRARY
Signal Hill, California

Raymond Brady
2148 Caviota Avenue
Signal Hill, California

Heber Chapman
1615 Feast Hill Street
Signal Hill, California

Lloyd Colson
1920 Obispo Avenue
Signal Hill, California

Horace Green
1601 E. 25th Street
Signal Hill, California

Emil Hautly
3336 Falcon Avenue
Signal Hill, California

SONOMA PUBLIC LIBRARY
Sonoma, California

Rev. Dr. Harold St. G. Buttrum '54
Sonoma Public Library
Sonoma, California

Mrs. V. Griffin '53
Sonoma Public Library
Sonoma, California

Mrs. Dan Ruggles '53
Sonoma Public Library
Sonoma, California

SONOMA PUBLIC LIBRARY
(Cont'd)

Chester T. Sharek '55
Sonoma Public Library
Sonoma, California

Mrs. Thomas Vella '54
Sonoma Public Library
Sonoma, California

SONORA PUBLIC LIBRARY
Sonora, California

Mrs. Warren Fahey '55
% Sonora Public Library
Sonora, California

Mrs. Urban Halliday '54
% Sonora Public Library
Sonora, California

Patrick Heron '54
% Sonora Public Library
Sonora, California

Miss Maud May '55
% Sonora Public Library
Sonora, California

Bruce Wood '56
% Sonora Public Library
Sonora, California

SOUTH PASADENA PUBLIC LIBRARY
South Pasadena, California

John R. Atwill '55
2024 Amherst Drive
South Pasadena, California

Roy P. Crocker '54
1015 Highland Street
South Pasadena, California

Chester B. Gage '58
1624 Huntington Drive
South Pasadena, California

Miss Elizabeth Sands '56
1511 Marengo Street
South Pasadena, California

Mrs. Max C. Thompson '56
1217 Stratford Avenue
South Pasadena, California

SOUTH SAN FRANCISCO PUBLIC LIBRARY
South San Francisco, California

Rudolph Alsterlind '55
140 Rockwood Drive
South San Francisco, California

Lillian Cavassa '54
478 Baden Avenue
South San Francisco, California

Rue R. Clifford '54
809 Miller Avenue
South San Francisco, California

Mrs. Rena Ringue '55
547 Baden Avenue
South San Francisco, California

Lenore Varni '55
401 Chestnut
South San Francisco, California

SUNNYVALE PUBLIC LIBRARY
Sunnyvale, California

Mrs. Pascal DiPaolo '57
506 S. Murphy Avenue
Sunnyvale, California

Miss Anne Hanson '56
518 S. Murphy Avenue
Sunnyvale, California

Roy Terrel '55
456 Wilson Street
Sunnyvale, California

TULARE FREE PUBLIC LIBRARY
Tulare, California

Mrs. George Peterson
432 Cherry Avenue
Tulare, California

R. E. Rounsaville
904 Sycamore
Tulare, California

Mrs. S. B. Tyler
222 South F Street
Tulare, California

TURLOCK PUBLIC LIBRARY
Turlock, California

Miss Irma Reinhold
1st Avenue
Turlock, California

TURLOCK PUBLIC LIBRARY
(Cont'd)

Mrs. Gertrude Schmidt
328 Lyons Avenue
Turlock, California

Mrs. Esther Sward
424 Lyons Avenue
Turlock, California

Mrs. Edna Yates
324 Merritt Street
Turlock, California

UKIAH PUBLIC LIBRARY
Ukiah, California

W. A. Chessall '55
510 S. Spring Street
Ukiah, California

Mrs. Leo M. Cook '53
134 Carolyn Street
Ukiah, California

John E. Nelson '55
Redwood Valley
Ukiah, California

Mrs. Guy Redwine '53
708 W. Standley Street
Ukiah, California

Mrs. W. H. Wadsworth '53
Palace Hotel
Ukiah, California

UPLAND PUBLIC LIBRARY
Upland, California

Henry M. Busch '55
1429 N. Euclid Avenue
Upland, California

Harold W. Cook '54
137 West 9th Street
Upland, California

Rev. Trusten A. Hart '54
905 N. Second Avenue
Upland, California

Robert A. Thrall '56
237 N. Second Avenue
Upland, California

Mrs. A. L. Weber '55
824 N. Euclid Avenue
Upland, California

UPPER LAKE LIBRARY DISTRICT
Upper Lake, California

Stella de Ghetaldi
% Upper Lake Library
Upper Lake, California

Margaret Morrison
% Upper Lake Library
Upper Lake, California

Genette Shirley
% Upper Lake Library
Upper Lake, California

VACAVILLE DISTRICT LIBRARY
Vacaville, California

Henry L. Fuller '57
Vacaville District Library
Vacaville, California

Patrick Heffernan '55
Vacaville District Library
Vacaville, California

William Sharpe '54
Vacaville District Library
Vacaville, California

Ivy Stapp '55
Vacaville District Library
Vacaville, California

Jerome Wykoff '54
Vacaville District Library
Vacaville, California

VALLEJO PUBLIC LIBRARY
Vallejo, California

Phillip Bergwall '57
100 Rincon Way
Vallejo, California

Orvin Gaston '55
612 Valle Vista
Vallejo, California

Donald MacLean '56
925 Virginia Street
Vallejo, California

A. C. McKeehan '53
816 Capitol Street
Vallejo, California

Miss Ellen O'Brien '54
844 Florida Street
Vallejo, California

VENTURA PUBLIC LIBRARY
Ventura, California

Mrs. Dorothy Bailey '55
Ventura Public Library
Ventura, California

J. E. Hirschfelder '57
Ventura Public Library
Ventura, California

J. W. Lawson '56
Ventura Public Library
Ventura, California

Mrs. Lucy Pope '57
Ventura Public Library
Ventura, California

Mrs. Inez Sheldon '54
Ventura Public Library
Ventura, California

VERNON CITY PUBLIC LIBRARY
Vernon City, California

G. H. Anderson
4322 Furlong Place
Vernon City, California

R. J. Furlong
2048 East 52nd Street
Vernon City, California

C. H. Mailliard
2323 East Vernon Avenue
Vernon City, California

J. M. Poxon
2048 East 52nd Street
Vernon City, California

C. W. Trowbridge
2038 East Vernon Avenue
Vernon City, California

VISALIA PUBLIC LIBRARY
Visalia, California

Frank C. Barboni '55
312 North Highland Avenue
Visalia, California

Robert F. Cross, Jr. '55
1401 Kaweah Avenue
Visalia, California

Marc H. Iseman '53
2 Fairway Drive
Visalia, California

VISALIA PUBLIC LIBRARY
(Cont'd)

William B. Mitchell '55
1517 Beverly Drive
Visalia, California

Stanley E. Sibley '53
1100 W. Main Street
Visalia, California

WATSONVILLE PUBLIC LIBRARY
Watsonville, California

Mrs. Irvin Dethlefson '55
513 Brewington Avenue
Watsonville, California

Miss Belle Fletcher '55
340 Third Street
Watsonville, California

Harry M. Parker '55
P. O. Box 960
Watsonville, California

Mrs. J. Arthur Rodgers '55
732 Brewington Avenue
Watsonville, California

Miss Mary Zmudowski '55
14 W. High Street
Watsonville, California

WHITTIER PUBLIC LIBRARY
Whittier, California

L. Alton Brundige '54
607 Franklin Street
Whittier, California

Dr. Charles Cooper '55
615 Terrace Place
Whittier, California

Mrs. M. Y. Longacre '54
320 East Broadway
Whittier, California

John Reed '56
% Whittier Public Library
Whittier, California

Mrs. Alan R. White '55
15242 East La Calma Drive
Whittier, California

WILLITS PUBLIC LIBRARY
Willits, California

Mrs. Bob Alcott
660 E. Main Street
Willits, California

J. W. Hardwick
495 S. Main Street
Willits, California

Mrs. Jack Little
51 Pine Street
Willits, California

Mrs. J. Harold Robinson
Sequoia Avenue
Willits, California

Lee Wise
176 E. Valley Street
Willits, California

WILLOWS PUBLIC LIBRARY
Willows, California

Mrs. C. F. Byrd
537 West Wood
Willows, California

John P. Knight
119 West Walnut Street
Willows, California

Miss Elma Knock
324 North Plum Street
Willows, California

WILLOWS PUBLIC LIBRARY
(Cont'd)

Rev. H. S. Sixby
340 South Plumas
Willows, California

Mrs. W. H. Walker
451 North Plumas
Willows, California

WOODLAND PUBLIC LIBRARY
Woodland, California

Kenneth Brown
138 Marshall
Woodland, California

Neal Chalmers
921 Cleveland
Woodland, California

Mrs. Nelle S. Coil
521 Second
Woodland, California

Neil Dougherty
750 Second
Woodland, California

Mrs. J. V. Kyle
642 Cleveland
Woodland, California

YORBA LINDA DISTRICT LIBRARY
Yorba Linda, California

Olive Crist '54
% Yorba Linda District Library
Yorba Linda, California

Ruth Munger '55
% Yorba Linda District Library
Yorba Linda, California

Valdo Y. Smith '56
% Yorba Linda District Library
Yorba Linda, California

YREKA CARNEGIE LIBRARY
Yreka, California

Mrs. Ethel Gillis
Yreka Carnegie Library
Yreka, California

Mrs. Ora McGregor
Yreka Carnegie Library
Yreka, California

Mrs. Leila A. Steele
Yreka Carnegie Library
Yreka, California

Clayton Tapscott
Yreka Carnegie Library
Yreka, California

Mrs. Isabelle Tebbe
Yreka Carnegie Library
Yreka, California

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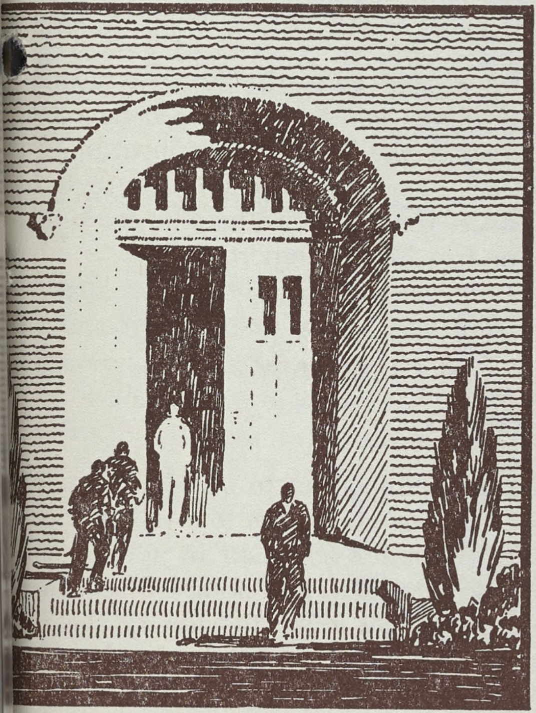
* Appointed by City Council, City Manager, or Board of City Directors

** Library Committee or Book Committee in lieu of Library Board

# Honorary Member

When available, year in which term expires has been shown after name

Friends of the Library



WHO THEY ARE
WHAT THEY DO

FRIENDS OF THE LIBRARY ARE . . .

Advisers to and staunch supporters of library officials helping to further library policies and programs which will assist the library in attaining its objectives.

In public libraries—citizens who, convinced of the unquestioned importance of the contribution of public library service to the life of their community, state and nation, work together in an organization to interpret the library to its constituency and to promote the extension and strengthening of its program.

In college and university libraries—associations of alumni and friends who believe that the library is the heart of any institution of higher education and who through their interest assist the library to become more adequate and so fill this important role.

FRIENDS OF THE LIBRARY ARE NEEDED . . .

And are as important to a library as is the Parent-Teacher Association to a public school and the Alumni Association to a college or university. Librarians and library board members *alone* cannot make the library the real educational force it should be in the community it serves.

Friends of the library are needed everywhere—in communities, large and small, on a state-wide basis and even nationally, as evidenced by the Friends of Libraries Committee of the American Library Association. *Now* is the time to organize a "Friends" group for your library!

FRIENDS OF THE LIBRARY HAVE MANY OPPORTUNITIES . . .

To focus attention not only on the services and facilities but also on the needs of the library. They enrich the resources of the library by acquiring—through gifts—books, magazines and other library materials, as well as fine and rare book collections. They support building programs; secure bookmobiles for the extension of library service; contribute to the cultural opportunities of the community by sponsoring book fairs, exhibits, story hours, forums, book talks, musicals, and radio participation by the library. There are at least 150 such groups in the United States, and the work they are doing is as varied as their number.

State-wide groups have recognized the importance of strong state library extension agencies and the development of complete state-wide systems of library service. Examples of fruitful programs for library betterment may be seen in the Louisiana Citizens Library Movement, the Indiana State Citizens Committee, the Texas Friends of Libraries, and the Friends of Kentucky Libraries.

Over one hundred college and university groups maintain associations of alumni and friends interested in books. Through gifts these groups aid in bringing to the libraries important and unique subject materials beyond the reach of ordinary budgets. New buildings, memorial rooms and special collections have been acquired through the activities of "Friends."

FRIENDS OF THE LIBRARY ARE EASY TO ORGANIZE . . .

The librarian, the trustees, a particular organization, or an individual may assume leadership in arousing interest and in calling together carefully selected people to plan the organization of a Friends of the Library Group. Service clubs, women's clubs, and college alumni are representative organizations which have given the impetus to the establishment of "Friends" groups.

Detailed information on steps to be taken in organizing a group and on the various activities of existing "Friends" may be obtained from your state library extension agency or from the Friends of Libraries Committee, American Library Association, 50 East Huron Street, Chicago 11, Illinois.

Chicago
AMERICAN LIBRARY ASSOCIATION
1954

CALIFORNIA LIBRARY ASSOCIATION

May 9, 1955

Dear Friends:

At our recent meeting of the Golden Gate District, California Library Association, we were unable to get the final edited copy of the Materials Selection policy out in time for all present to take home with them. We are enclosing a copy for you with this letter. If you have received a copy, please pass this one on to someone who might want to look it over.

Mrs. Mae Durham, President of the C. L..A. Section for Library Work with Boys and Girls has asked me to let you know that over $100.00 was collected at the meeting for the Frederic Melcher Scholarship Fund. She wishes to thank all who contributed so generously.

Sincerely yours,

Harry M. Rowe, Jr., President
Golden Gate District
California Library Association

HMR/pb
vp

Enclosure

INTELLECTUAL FREEDOM AND CENSORSHIP

PLANKS FOR A MERIALS SELECTION PLATFORM

Revised at the Golden Gate Meeting of the California Library Association.
Vallejo, California, April 30, 1955

1. Every library should adopt a materials selection policy, affirming in detail the principles of the library bill of rights.

2. The selection of materials is a professional duty and is the responsibility of the library staff. Ultimate responsibility for selection of materials, and for their presence in the library, rests in the head librarian, operating within the framework of policies adopted by the library's governing board.

3. The library will provide, as far as availability permits, materials on all sides of controversial issues that give evidence of sincere desire to be factual or written in reasonable fashion, and show results of careful study.

4. No material will be excluded from the library solely because of personal history, political or religious affiliations, or personal beliefs of the author.

   Comment: It is recognized, however, that some special collections might need to have materials added on such basis as personal history, political or religious affiliations, or personal beliefs of the author.

5. Since the overall purpose of any book or other library materials is the chief criterion of their selection, materials generally recognized as having integrity and value for our times will be acquired, even though, in presenting an honest picture of certain problems or aspects of life, some books may employ coarse language or frankness.

   Recommendation is made that planks 5 and 6 be combined, to emphasize a positive approach to evaluation and to eliminate such words as "immorality, obscenity, or profanity."

6. Works of acceptable literary quality presenting an honest picture of some problem or aspect of life will be selected, and will not necessarily be excluded because of coarse language or frankness. The standard of acceptability shall consist of a concensus of critical opinion and the community needs as interpreted by the librarian's professional competence and experience.

7. Materials on controversial questions that present only one side of a question, and are written in a violent, sensational or inflammatory manner, will ordinarily not be selected. Occasionally books of doubtful value, such as campaign biographies, books on "flying Saucers", or fiction about which there is great curiosity, will be acquired by the library and discarded when they have served their purpose of meeting a strong current, though temporary interest.

8. If there is a demonstrated need, the library may collect representative examples of current propaganda of an anti-social nature, such as pro-Communist, anti-Semitic, or anti-Catholic materials, for the use of students and scholars.

Comment: Is it an obligation of the public library to supply students
9. or should this responsiblity be left to school libraries?

9. Works of figures whose views, though they may be widely rejected, have materially affected world or national events, will be selected. *Mein Kampf* and the *Communist Manifesto* are examples.

10. The library is opposed to the removal from its shelves, at the request of any individual or group, of any materials that have been selected according to the above principles. Similarly, the library is opposed to placing on its shelves, at the request of any individual or group, any materials which do not conform to these principles of selection.

11. Since it is possible to make a mistake in applying the selection principles here enunciated, the head librarian stands ready to review individual decisions upon written request. Materials in question will then be reconsidered by the librarian and the professional staff responsible for selection, in consultation with a professional librarian from another community or jurisdiction.

12. This policy should be formulated and accepted by both the board and the chief librarian. The policy should include a clarification of the degree to which the responsiblity of selection is delegated to the librarian and his staff and the procedure by which areas of disagreement shall be adjusted.

Recommendation is that this plank 12 should follow plank 1 directed; as follows:

"Every librarian should adopt a materials selection policy, affirming in detail the Library Bill of Rights.". (See No. 1 Above)

INTELLECTUAL FREEDOM AND CENSORSHIP:

PLANKS FOR A MATERIALS SELECTION PLATFORM

(Tentative draft for discussion at the Golden Gate Meeting of the California Library Association, Hogan Jr. High School, Vallejo, Calif., April 30, 1955)

1. Every library should adopt a materials selection policy, affirming in detail the principles of the Library Bill of Rights.

2. The selection of materials is a professional duty and is the responsibility ~~and is the prerogative~~ of the professional library staff. Ultimate responsibility for selection of materials, and for their presence in the library, rests in the head librarian, who ~~operates~~ operating within the framework of policies adopted by the library's governing board. +|

3. The library will provide, as far as availability permits, materials on all sides of controversial issues that give evidence of a sincere desire to be factual, are written in reasonable fashion, and show results of careful study.

4. No material will be added to or excluded from the library solely because of the personal history, political or religious affiliations, or personal beliefs of the author.

5. Since the overall purpose of book or other materials is the chief criterion of selection, materials obviously intended to trade on sensationalism, or purely pornographic works, will not be selected. Materials generally recognized as "classics" are acquired regardless of possibly objectionable factors, such as depiction of immorality, obscenity, or profanity.

6. Works of fiction, poetry, or drama of inferior literary quality will not be selected. Works of fiction, poetry, or drama of acceptable literary quality, that present an honest picture of some problem or aspect of life, are not excluded simply because of coarse language or frankness.

7. Materials on controversial questions that present only one side of a question, and are written in a violent, sensational or inflammatory manner, will ordinarily not be selected. Occasionally books of doubtful value, such as campaign biographies, books on "flying saucers", or fiction about which there is great curiosity, will be acquired by the library and discarded when they have served their purpose of meeting a strong current, though temporary interest.

8. For the use of students and scholars, the library will collect representative examples of current propaganda of an anti-social nature, such as pro-Communist, anti-Semitic, or anti-Catholic materials.

9. Works of figures whose views, though they may be widely rejected, have materially affected world or national events, will be selected. Mein Kampf and the Communist Manifesto are examples.

10. The library is opposed to the removal from its shelves, at the request of any individual or group, of any materials that have been selected according to the above principles. Similarly, the library is opposed to placing on its shelves, at the request of any individual or group, any materials which do not conform to these principles of selection.

11. Since it is possible to make a mistake in applying the selection principles here enunciated, the librarian stands ready to review the bases of individual decisions upon written request to the head librarian. Materials in question will then be reconsidered by the librarian and professional staff responsible for selection. A report of their decisions and the resulting actions in such cases will be made to the governing board of the library.

12. Decisions made by the librarian in conformance with the policy adopted by the governing boar[illegible] be allowed to stand (Plank 2). Revisions in the materials selection policy may be made by the governing board, the librarian concurring. Revisions may be suggested by the librarian, and adopted by the governing board.

MORNING PROGRAM

9:00 - 9:45 A.M. REGISTRATION

FREE COFFEE AND DOUGNUTS
IN THE CAFETERIA

9:45 - 12:30 P.M. GENERAL SESSION - AUDITORIUM
MR. HARRY M. ROWE, JR., PRESIDENT
PRESIDING

REPORTS ON INTELLECTUAL FREEDOM

THE NATIONAL SCENE
MR JOHN D. HENDERSON, CHAIRMAN
A.L.A. INTELLECTUAL FREEDOM COMM.

Calif. Scene
Dr. Fred Mosher, chairman CLA

RECENT PROBLEMS IN BOOK SELECTION
MR. EDMUND THOMAS, MEMBER, BOARD OF TRUSTEES,
TAMALPAIS-DRAKE HIGH SCHOOL DIST., MARIN COUNTY.

MR. HOWARD SAMUELSON, LIBRARIAN
SALINAS PUBLIC LIBRARIES, SALINAS.

MAIN SPEAKER

MR. VICTOR G. ROSENBLUM, ASS'T PROF.
POLITICAL SCIENCE, UNIV. OF CALIF.

FILM

THE FREEDOM TO READ

12:30 - 2:00 P.M. LUNCHEON
HOGAN CAFETERIA

REPORT ON C.L.A. ACTIVITIES
MRS. CARMEN R ZIMMERMAN, PRESIDENT
CALIFORNIA LIBRARY ASSOCIATION

AFTERNOON PROGRAM

2:00 - 3:15 P.M. DISCUSSION SESSIONS

GROUP AND ROOM NUMBERS ON BLUE
SLIP IN REGISTRATION ENVELOPES

3:15 - 3:45 P.M. COFFEE BREAK
HOGAN CAFETERIA

3:45 - 4:30 P.M.
SUMMARIZATION OF DISCUSSION SESSIONS
MR. RALPH BLASINGAME, ASS'T LIB.,
CALIFORNIA STATE LIBRARY

C.L.A. MEMBERSHIP REPORT FOR GOLDEN GATE DISTRICT

MEMBERS, INDIVIDUAL, DUES PAID TO DATE	544
MEMBERS, INSTITUTIONAL, DUES PAID TO DATE	28
NEW MEMBERS, 1955	53

TOTAL CLA MEMBERSHIP, APRIL 25, 1955..........1949

WELCOME TO VALLEJO AND SOLANO COUNTY

THE CITY OF VALLEJO IS VERY HAPPY TO WELCOME THE GOLDEN GATE DISTRICT, CALIFORNIA LIBRARY ASSOCIATION TO VALLEJO.

PRESIDENT HARRY M. ROWE, JR., HAS ADVISED OUR CITY COUNCIL OF YOUR MEETING WHICH IS DEVOTED TO A WORK SHOP ON BOOK SELECTION POLICIES. IT IS OUR HOPE THAT YOU WILL HAVE A SUCCESSFUL AND PROFITABLE CONFERENCE AND WE CONGRATULATE YOU UPON YOUR SPLENDID PUBLIC SERVICE AND YOUR INTEREST IN ADVANCING THE WORK OF PUBLIC LIBRARIES.

ONCE AGAIN, WELCOME TO VALLEJO, THE HOME OF THE MARE ISLAND NAVAL SHIPYARD.

GEORGE C. DEMMON, MAYOR
CITY OF VALLEJO

ON BEHALF OF THE BOARD OF SUPERVISORS OF SOLANO COUNTY, I WOULD LIKE TO WELCOME THE GOLDEN GATE DISTRICT, CALIFORNIA LIBRARY ASSOCIATION TO OUR COUNTY.

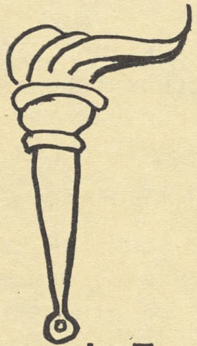
SINCE 1914, THE SOLANO COUNTY LIBRARY HAS BEEN PROVIDING LIBRARY SERVICE TO OUR COUNTY'S RESIDENTS. THE WORK DONE BY THIS IMPORTANT INSTITUTION HAS BEEN A VITAL PART OF THE EDUCATIONAL AND RECREATIONAL DEVELOPMENT IN THIS COUNTY.

WE SINCERELY HOPE YOU WILL HAVE A HIGHLY SUCCESSFUL MEETING, AND THAT YOU WILL CONTINUE TO CARRY ON YOUR ACTIVITIES IN THE PROMOTION OF BETTER LIBRARY SERVICE FOR OUR GREAT STATE.

WILLIAM F. GOHEEN, CHAIRMAN
SOLANO COUNTY RD. OF SUPERVISORS.

DON'T FORGET---YOUR C.L.A. AND A.L.A. DUES MEAN THE DIFFERENCE BETWEEN A STRONG AND WEAK PROFESSIONAL ORGANIZATION.

Golden Gate District
California
Library Association



Intellectual Freedom

Annual Meeting

Hogan Jr. High School

APRIL 30. 1955

VALLEJO, CALIF

SELF-RATING SHEET*

Check Your Library On Pressure, Propaganda, and Policy

To be alert to the problems of propaganda, have you

Yes No

☐ ☐ 1. Read and considered thoughtfully the Library Bill of Rights?

☐ ☐ 2. Clarified your own thinking?

☐ ☐ 3. Kept informed on current controversies?

☐ ☐ 4. Studied propaganda techniques and learned to recognize slanted materials?

☐ ☐ 5. Become familiar with the viewpoints of organizations, especially those that send free material?

To be prepared to meet individual and group pressures, have you

☐ ☐ 1. A written book selection policy?

☐ ☐ 2. The Board's official approval of the policy?

☐ ☐ 3. The support of citizen groups and the local press?

To help your community to read critically, have you

☐ ☐ 1. Made available materials on all points of view, in balanced quantities?

☐ ☐ 2. Stimulated your staff to know the book collection?

☐ ☐ 3. Included varying views in book lists and exhibits?

☐ ☐ 4. Encouraged or initiated film forums, discussion groups, etc.?

☐ ☐ 5. Assisted individual readers in purposeful reading?

*Compiled by the American Library Association Committee on Intellectual Freedom, 1951.

Readings on Censorship

The following list of pertinent references to problems of censorship is furnished to the participants in the Annual Meeting of the Golden Gate District of the California Library Association as a source of ammunition for meeting the threat of censorship head-on. All of these references should be easily available in most school and public libraries. Some or all of them should be read immediately, so that the librarian can be prepared both with a considered defense and an intelligent offensive program when the threat of censorship strikes. Take a leaf from the Boy Scouts of America: BE PREPARED.

Historical Background

Two Thousand Years of Censorship, by Robert L. Carter and others.
Library Journal. June 1, 1954. P. 1003-5.
The Enoch Pratt Free Library's display of books that have been banned for various reasons and the public's response to it.

Banned Books, by Anne Lyon Haight. Second Edition.
New York, Bowker, 1955.
Informal notes on books, ranging from Homer to Esquire, that have been banned, giving the circumstances of the banning and their present status. Includes an informative review of recent trends in censorship and documents relating thereto.

Books on Trial in Texas, by Marie Halpenny.
Library Journal. July, 1953. P. 1179-82.
A two-pronged attack on books in libraries and schools by a citizens' committee and a state representative, both intent on labelling books by purportedly Communist authors (or illustrators) meets determined resistance from librarians and others.

Report from Boston, by Laurence J. Kipp.
Library Journal. November 1, 1952. P. 1843-46.
The attempt, headed by "The Boston Post", to have certain "subversive" materials removed from the Boston public Library, and its defeat by the Library and others.

Censorship at Work

In the Name of Religion, by Cornelius Greenway.
Library Journal. September 1, 1952. P. 1342-43.
The problem of pressure groups of all types that attempt to influence the public library.

Threats to Books, by Robert J. Blakely.
ALA Bulletin. October, 1952. P. 291-92.
Three aspects of the attack of free communication: the intellectual zealot, the anti-intellectual, and the ignorant. Their target is not a particular communicator, but recipients in general.

The Library Strikes Back

The Attack on Books in Libraries.
Wilson Library Bulletin. June, 1953, P. 807-12.
A three-point plan for insurance against future attack: Community survey, community action, community publicity. Also discussion of "unidentified censorship"--the tendency to pruchase only "safe" books.

An Informed Public, by Emerson Greenaway.
Library Journal. July, 1952. `. 1123-27.
The responsibility of librarians to provide material on all aspects of a subject in order ot direct the individual toward a continuous learning process.

Basic Reference Sources

ALA Bulletin. November, 1953.
The Intellectual Freedom Issue. Articles and source materials on the problems that confront the librarian in preserving the citizen's right to read.

Freedom of Book Selection, edited by Fredric J. Mosher.
Chicago, American Library Association, 1954.
Addresses on the problems engendered by pseudo-science, obsenity and subversion, and reports of group discussion by librarians.

Freedom of Communication, edited by William Dix and Paul Bixler.
Chicago, American Library Association, 1954.
Addresses on the problems of book selection and of pressure groups, the library's responsibility to society, and the library's relation to other media of communication, with reports of group discussion.

The Censorship of Books, edited by Walter M. Daniels.
(Reference Shelf, vol. 26, no. 5). New York, Wilson, 1954.
A survey of current censorship, consisting of extracts of articles from various sources, representing a variety of viewpoints.

(Compiled by: Mr. Ball, School of Librarianship, University of California, Berkely, California)

Labeling—

A Report of the ALA Committee On Intellectual Freedom[1]

At the Midwinter Meeting, the report of the Committee on Intellectual Freedom dealt briefly with five or six cases. This morning, I ask your consideration of only one problem, but it is one which has manifold implications of a rather serious nature. This is the problem of labeling.

What is labeling and how has it become a matter of urgency? Approximately eight months ago, we received a report that the Montclair (N.J.) Chapter of the Sons of the American Revolution was exerting pressure on libraries in New Jersey to put a prominent label or inscription on "publications which advocate or favor Communism, or which are issued or distributed by any Communist organization or any other organization formally designated by any authorized government official or agency as Communistic or subversive . . .;" furthermore, such publications ". . . should not be freely available in libraries to readers or in schools to pupils, but should be obtainable only by signing suitable applications."

The committee noted that the SAR resolution did not make clear who would do the labeling, who would decide what is communistic or "subversive" or by what criteria such decisions would be made. It would appear that labeling, if done in the local library, would require a member or members of the staff to examine carefully into the contents of, and attitudes in, every item acquired by the library in order to ascertain whether or not there was any communist or subversive slant, espousal or authorship therein. It is fair to assume that a variety of labels or statements would have to be fashioned to apply to the great diversity of shades of opinion or guilt in the light of whatever criteria might be established. It is conceivable that such a project could be handled centrally by the ALA or the government, but the implications of this sort of politburo arrangement are repulsive to people reared in the democratic tradition.

The committee felt that the practicability and financial problems of such a project were not necessarily relevant to its decision, which should be made on the basis of the principle involved.

As we looked more deeply into the problem of labeling, we found that it is not an uncommon proposal. In addition to the Sons of the American Revolution, we discovered that other groups have tried to use it as a technique of limiting freedom to read. Religious groups sometimes ask libraries to label, if not to ban, publications they find objectionable. There are also indications that so-called "patriotic" organizations other than the SAR are moving dangerously close to similar proposals.

In April, President Graham received a letter direct from the Montclair Chapter of the Sons of the American Revolution requesting this Association to adopt the SAR policy. This letter urged, as did the original resolution, that so-called communistic and subversive materials not only should be labeled but also should be segregated in libraries and given out only upon written and signed application.

By this time, members of the Committee on Intellectual Freedom had had an opportunity to study more fully the background of the problem and to submit their recommendations. When the issue was put to them formally, nine out of eleven members voted, and all nine were united against the idea of labeling as proposed by the Sons of the American Revolution. It was recognized by some of us that the committee's unanimity might stem from the fact that we were unusually sensitive to the subject of intellectual freedom. There was also some concern over the fact that, for the most part, we represented large public or institutional libraries; whereas the practical problems of labeling seem likely to develop in smaller libraries. It was therefore con-

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[1] This report was presented to the ALA Council on July 13, 1951, by Rutherford D. Rogers, chairman, ALA Committee on Intellectual Freedom.

Reprinted from *A.L.A. Bulletin,* July-August, 1951

American Library Association
50 E. Huron St.
Chicago 11, Ill.

sidered advisable to seek a slightly broader basis for judgment, and we proceeded at once to obtain the counsel of 24 other practicing librarians in libraries located geographically from Texas to Minnesota and from North Carolina to the state of Washington, the selection emphasizing but not being restricted to small and medium-size public libraries as well as college, university and state libraries.

Twenty out of the 24 to whom we wrote replied to our inquiry and without exception opposed labeling. Despite the smallness of our sample the unanimity among the replies seems impressive.

Although our request suggested possible pros and cons, plenty of leeway was left for individual points of view and the manner in which our colleagues took advantage of their right of free expression indicates that intellectual freedom is not yet dead. Without naming names, I would like to quote some of their remarks because they put the case more eloquently than I possibly could:

I

"Libraries must oppose the practice of labeling if they wish to maintain their positions as *impartial* agencies providing information on all aspects of any question."

II

"I am opposed to the idea of labeling books as pro or anti anything, because there can be no reasonable end to such an attempt once it is begun."

III

"Personally, I . . . think labelling is as dangerous as the evils it may attempt to correct—and I am aware that some real evils do exist. . . . Recognizing this time as a period of danger, and also realizing that the Soviet Communists do not play under

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RECOMMENDATIONS UNANIMOUSLY ADOPTED BY THE ALA COUNCIL

July 13, 1951

In view of our own convictions and those of other practicing librarians whose counsel we sought, the Committee on Intellectual Freedom recommends to the ALA Council the following policy with respect to labeling library materials:

Librarians should not use the technique of labeling as a means of predisposing readers against library materials for the following reasons:

1. Although totalitarian states find it easy and even proper, according to their ethics, to establish criteria for judging publications as "subversive," injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association has a responsibility to take a stand against the establishment of such criteria in a democratic state.
2. Libraries do not advocate the ideas found in their collections. The presence of a magazine or book in a library does not indicate an endorsement of its contents by the library.
3. No one person should take the responsibility of labeling publications. No sizable group of persons would be likely to agree either on the types of material which should be labeled or the sources of information which should be regarded with suspicion. As a practical consideration, a librarian who labeled a book or magazine pro-communist might be sued for libel.
4. Labeling is an attempt to prejudice the reader, and as such, it is a censor's tool.
5. Labeling violates the spirit of the Library Bill of Rights.
6. Although we are all agreed that communism is a threat to the free world, if materials are labeled to pacify one group, there is no excuse for refusing to label any item in the library's collection. Because communism, fascism, or other authoritarianisms tend to suppress ideas and attempt to coerce individuals to conform to a specific ideology, American librarians must be opposed to such "isms." We are, then, anti-communist, but we are also opposed to any other group which aims at closing any path to knowledge.

the same set of rules as does a democracy, I still vote strongly against any labelling program such as the SAR requests."

IV

"I am opposed to such a procedure. . . . Those who read should be able to discriminate—to think for themselves."

V

"You may put me down as opposed to labelling any literature in American Public Libraries, regardless of the 'slant' or the subject. . . . Once labelling is started on behalf of one group or organization, libraries would have to label other material for its slant, political, religious, economic or whatever. (Imagine the book 'You Must Eat Meat' being labeled: 'This book is considered objectionable by the Vegetarians of America.')"

VI

"Labeling is not merely an 'attempt to prejudice the reader.' It is surely in the minds of some of its proponents an attempt to control or frighten him."

VII

"How soon after we start labeling books will we begin to burn them?"

VIII

"The suggested action if undertaken would seem to me (1) to invade the privacy of the individual and (2) to deny a democratic principle that people are able to weigh the evidence and to make sound conclusions. The outcome (of labeling) will be that public libraries will purchase only books which will not be challenged, with the inevitable result that the original and experimental will be driven out. . . . The idea of requiring readers to make written application for the use of materials labeled as Communist slanted seems in some ways more frightening than labeling."

IX

"If we wish to live in a free country, we must develop our minds to recognize propaganda and to *think*. A label is merely the thinking of one person or a group of persons."

X

"There is room in America for all people to read and form their own opinions. . . . In a democracy people must have the right to know facts about *everything*. (This) does not necessarily mean they advocate everything about which they know. Maybe quite the contrary. . . . I oppose all efforts to predispose readers for or against any materials. . . ."

XI

"To require labeling of material with any particular slant—such as communism—is to sacrifice the *principle* of free thought and opinion. American citizens of the future are going to be free to consider *all* points of view—or they are not going to have that freedom. Many of us—not only the professional anti-communist—have blind spots. But librarians must not agree to putting blinders of any kind on their readers. The principle of free inquiry, which is fundamental to American librarianship and American democracy, must be maintained against labelers as against all other censors."

XII

"Every group in the country, with an axe to grind, must be happy in the thought, that if one of them can make an opening wedge to wreck the 'Library Bill of Rights,' the rest of them can all come in, and the Free Public Library will be a thing of the past. . . . Everyone working here is against labeling. Where would the 'Sons of the American Revolution' be today if their great grandpas had been as 'scairt' of different viewpoints as they are?

"I spent an afternoon asking borrowers what they thought of labeling books (particularly subversive books) so they would not fall into the hands of the easily persuaded. Their answers were obvious, but the *shock* registered in their faces at such an idea, was something to see. Here are some of their comments:

"A well-educated old lady: 'Hitler began by burning the books. Isn't this another form of the same thing.'

"A college girl: 'It's an idea of old men. We young people are able to make decisions that are good. Give us credit and the chance to do it.'

"Another college student: 'They talk about the wonderful education we get in America. How are we going to make use of it, and really know that democracy is right if we are only allowed to read what they want us to believe.'

"Housewife: 'Stalin tells only one side of the question. I thought Americans didn't believe in his methods.'

"Man: 'I'm an adult. Sound mind. Good education. Who the hell has the right to tell me what to read or warn me what not to read?'

"Teacher: 'What are you trying to do? Take away freedom of thought and freedom of conscience? The Constitution gives me the right to read and think as I please, regardless of what anyone else thinks. I pay taxes to support the library and expect to find a good selection of books on the shelves. I'll be my own censor.'

"Housewife: 'It violates all principles of freedom of thought. It is treason to the principles on which the country was built.'

"High school senior: 'How can we tell that our way is right if we can't make comparisons. Are they afraid of comparisons? Then Democracy is sure on the skids.' "

Vol. 28 No. 1 September 1953

WILSON LIBRARY BULLETIN

President Eisenhower on Freedom to Read

DON'T JOIN THE BOOK BURNERS. Don't think you are going to conceal faults by concealing evidence that they ever existed. Don't be afraid to go to your library and read every book as long as any document does not offend our own ideas of decency. That should be the only censorship.

How will we defeat communism unless we know what it is, what it teaches? Why does it have such an appeal for men? Why are so many people swearing allegiance to it? . . .

Now we have got to fight it with something better. Not try to conceal the thinking of our own people. They are part of America and even if they think ideas that are contrary to ours they have a right to have them, a right to record them, and a right to have them in places where they are accessible to others. It is unquestioned or it is not America.

The above excerpt from President Eisenhower's address at Dartmouth College on June 14, 1953 drew wide and enthusiastic response from the reading public. Robert B. Downs, then president of the American Library Association, wrote to President Eisenhower, expressing appreciation of the President's presentation of the freedoms to which the work of librarians is dedicated and told the President that the Los Angeles conference would concentrate on ways librarians could maintain these freedoms. He received the following letter from President Eisenhower which was read at the ALA Council meeting in Los Angeles on June 26:

Letter from the White House

THANK YOU FOR YOUR LETTER of June fifteenth. I am glad to know of the annual conference of the American Library Association convening this week, and of the spirit of conscientious citizenship ruling its deliberations.

Our librarians serve the precious liberties of our nation: freedom of inquiry, freedom of the spoken and the written word, freedom of exchange of ideas.

Upon these clear principles, democracy depends for its very life, for they are the great sources of knowledge and enlightenment. And knowledge — full, unfettered knowledge of its own heritage, of freedom's enemies, of the whole world of men and ideas — this knowledge is a free people's surest strength.

The converse is just as surely true. A democracy smugly disdainful of new ideas

Reprinted from the Wilson Library Bulletin, *September 1953, by The H. W. Wilson Company as a public service.*

would be a sick democracy. A democracy chronically fearful of new ideas would be a dying democracy.

For all these reasons, we must in these times be intelligently alert not only to the fanatic cunning of communist conspiracy—but also to the grave dangers in meeting fanaticism with ignorance. For, in order to fight totalitarians who exploit the ways of freedom to serve their own ends, there are some zealots who—with more wrath than wisdom—would adopt a strangely unintelligent course. They would try to defend freedom by denying freedom's friends the opportunity of studying communism in its entirety—its plausibilities, its falsities, its weaknesses.

But we know that freedom cannot be served by the devices of the tyrant. As it is an ancient truth that freedom cannot be legislated into existence, so it is no less obvious that freedom cannot be censored into existence. And any who act as if freedom's defenses are to be found in suppression and suspicion and fear confess a doctrine that is alien to America.

The libraries of America are and must ever remain the homes of free, inquiring minds. To them, our citizens—of all ages and races, of all creeds and political persuasions—must ever be able to turn with clear confidence that there they can freely seek the whole truth, unwarped by fashion and uncompromised by expediency. For in such whole and healthy knowledge alone are to be found and understood those majestic truths of man's nature and destiny that prove, to each succeeding generation, the validity of freedom.

DWIGHT D. EISENHOWER

The Freedom to Read

A statement prepared by the Westchester Conference of the American Library Association and the American Book Publishers Council—May 2 and 3, 1953. The statement has been endorsed by the American Book Publishers Council, Board of Directors; the American Library Association Council; the American Booksellers Association Board of Directors; the National Commission for the Defense of Democracy through Education, appointed by the National Education Association of the U.S.A.; the Book Manufacturers' Institute.

THE FREEDOM TO READ is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries.

These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice, from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the reader to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

The Propositions

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.*

> *Freedom to Read is such a vital issue that we believe every interested citizen should have access to this material. Therefore, these quotations from President Eisenhower together with the text of "The Freedom to Read" statement have been published separately in four-page reprints. Up to 100 copies for distribution will be supplied without charge to any library or community group requesting them. Address: Wilson Library Bulletin, 950 University Avenue, New York 52.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the*

personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extralegal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent serious artists from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others. We deplore the catering to the immature, the retarded, or the maladjusted taste. But those concerned with freedom have the responsibility of seeing to it that each individual book or publication, whatever its contents, price, or method of distribution, is dealt with in accordance with due process of law.

5. *It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.*

The idea of labeling supposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It supposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concepts of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.*

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

* * *

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted by Council of A.L.A., at
Atlantic City on June 18, 1948

Library Bill of Rights

THE Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality, or the political or religious views of the writer.

2. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

3. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word.

4. Libraries should enlist the cooperation of allied groups in the fields of science, of education, and of book publishing in resisting all abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.

5. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

By official action of the Council on February 3, 1951, the Library Bill of Rights shall be interpreted to apply to all materials and media of communication used or collected by libraries.

AMERICAN LIBRARY ASSOCIATION, 50 EAST HURON STREET, CHICAGO 11, ILLINOIS

THE

FREEDOM

TO READ

PLURIBUS
UNUM

A statement prepared by the
Westchester Conference of the
American Library Association and the
American Book Publishers Council

May 2 and 3, 1953

Don't join the book burners. Don't think you are going to conceal faults by concealing evidence that they ever existed. Don't be afraid to go in your library and read every book as long as any document does not offend our own ideas of decency. That should be the only censorship.

How will we defeat communism unless we know what it is? What it teaches—why does it have such an appeal for men? Why are so many people swearing allegiance to it? It's almost a religion, albeit one of the nether regions.

Now we have got to fight it with something better. Not try to conceal the thinking of our own people. They are part of America and even if they think ideas that are contrary to ours they have a right to have them, a right to record them and a right to have them in places where they are accessible to others. It is unquestioned or it is not America.

EXCERPT FROM PRESIDENT EISENHOWER'S ADDRESS
AT DARTMOUTH COLLEGE ON JUNE 14, 1953

Additional copies may be obtained from: American Library Association, 50 East Huron Street, Chicago 11, Illinois, or American Book Publishers Council, 2 West 46th Street, New York 36 New York

THE FREEDOM TO READ is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

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Endorsed by:

AMERICAN LIBRARY ASSOCIATION
Council, June 25, 1953

AMERICAN BOOK PUBLISHERS COUNCIL
Board of Directors, June 18, 1953

Subsequently Endorsed by:

AMERICAN BOOKSELLERS ASSOCIATION
Board of Directors

BOOK MANUFACTURERS' INSTITUTE
Board of Directors

NATIONAL EDUCATION ASSOCIATION
Commission for the
Defense of Democracy through Education

Printed in the United States of America
American Book–Stratford Press, Inc., New York

LIBRARY TRUSTEE

So -- now you're a Library Trustee! The City Council or the Mayor, or some other governmental officer, notified you of your appointment.

This opportunity has been given you because of your interest in community needs and problems, your familiarity with government agencies, and your ability to work with government officials. Your background in business and educational practices will be valuable in your service. So will the time you will be able to devote to library problems.

Drawing a deep breath, you have informed the appointing office of your acceptance, and

Here YOU Are!

TRUSTEE
Benji

a citizen who serves

YOU WILL SOON DISCOVER

The California State Library will give consultant service by mail and field visits relating to -

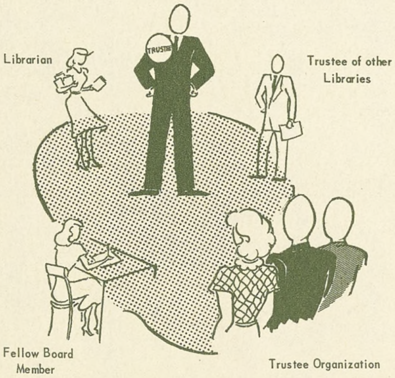
- budgets
- buildings and equipment
- personnel
- programs of service
- technical problems

It offers reference and loan service and maintains extensive audio-visual aids. It also

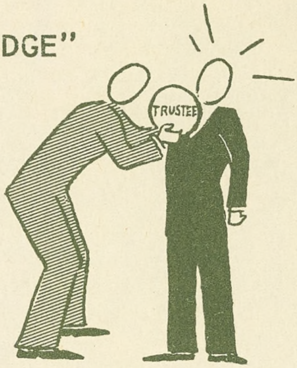
- loans Brailles and talking records for service to the blind
- compiles, publishes and collects numerous special bulletins, lists, etc. of interest and value
- has other services about which your librarian should keep you informed

YOU WILL ALSO LEARN that libraries work together. Reciprocal agreements make possible many extra benefits to patrons. Joint effort can - and should - be exerted to reduce financial investments of individual libraries.

If your library is not using the vast resources of our State Library, or cooperating with neighboring libraries, you are forfeiting the benefits rightly due you.



NOW THAT YOU WEAR A "TRUSTEE BADGE"



you will discover that you must focus your "Trustee Point of View" and take a "new look" at -

- California Library Law
- YOUR library and its needs
- Your community and its needs
- Memberships and meetings to which you are now eligible, and through which you can grow in your trusteeship
- Books and other printed material which deal with the problems of libraries and other subjects pertinent to your special service to the community as a library trustee

NOTE: Your librarian will have a special file of all this information. See that it is made available to you. As you find items of interest and help, put them in the file so others may share them.

Above and beyond the specific policies the Library Board sets, are the responsibilities which you and your fellow Board members assume.

AS INDIVIDUALS -

- To be present at all Board meetings
- To be familiar with the program and needs of your own library, - something you can achieve as a good library patron as well as a trustee
- To be familiar with the governmental and legislative setup as it affects the library in your community; and to keep up to date on current library legislation
- To be acquainted with accepted standards for library buildings, staff and services
- To be a member - as active as possible - of at least one library organization
- To help the Board at all times to arrive at GROUP decisions

AS A PARTICIPANT IN A GROUP -

- To secure the services of a well trained librarian and staff, to whom the Board can confidently look to carry out the policies it sets

- To determine and establish rules, regulations and policies to cope with problems presented

- To promote efficient library service

- To establish and support a planned program for public relations

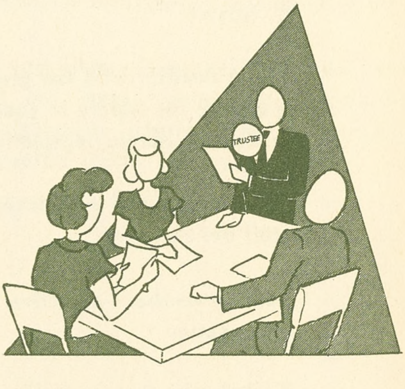
  This involves adequate interpretation to the community of the library functions and services as well as relating to the librarian the public's reaction to these functions and services.

- To focus attention of fellow citizens not only on the services and facilities available, but also on the library's needs

- To secure adequate funds for the library's program

- To support adequate salary and other benefits, thus insuring the continuance of a staff which is interested in a library career

- To recognize and work for efficient economy



TYPICAL OF THE PROBLEMS

your librarian may present, and on which the Board must establish policies, are -

- Salary schedules
- Daily schedules of hours open, including weekends and holidays
- Basic procedure for selection and purchase of books and all library materials and supplies
- Charges for lost books, fines, etc.
- Services to schools
- Services to special groups
- Methods of extending services (branches, bookmobiles, etc.)
- Acceptance of gifts and trusts
- Vacations and leaves for library personnel
- Payment of expenses for personnel attending professional meetings
- Privileges of nonresident borrowers and reciprocal borrowing agreements

Your president will conduct the Board's business in accordance with accepted parliamentary procedure. The following order of business is recommended:

- Call to order
- Approval of minutes (either read or previously mailed to Board members)
- Approval of treasurer's report and the financial statement
- Report of Librarian
- Reports of committees
- Approval of bills
- Communications
- Unfinished business
- New business
- Adjournment

DON'T FEEL LOST OR ALONE!

Your job is a big one, and very important, but -

In this fellowship for community service of which you are now a part, your fellow Board members will give you counsel and support.

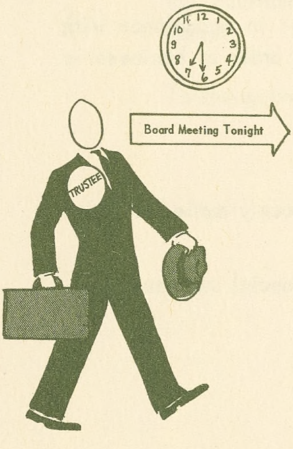
You may meet and correspond with trustees of other libraries in your area, and with the Trustee Section of the California Library Association.

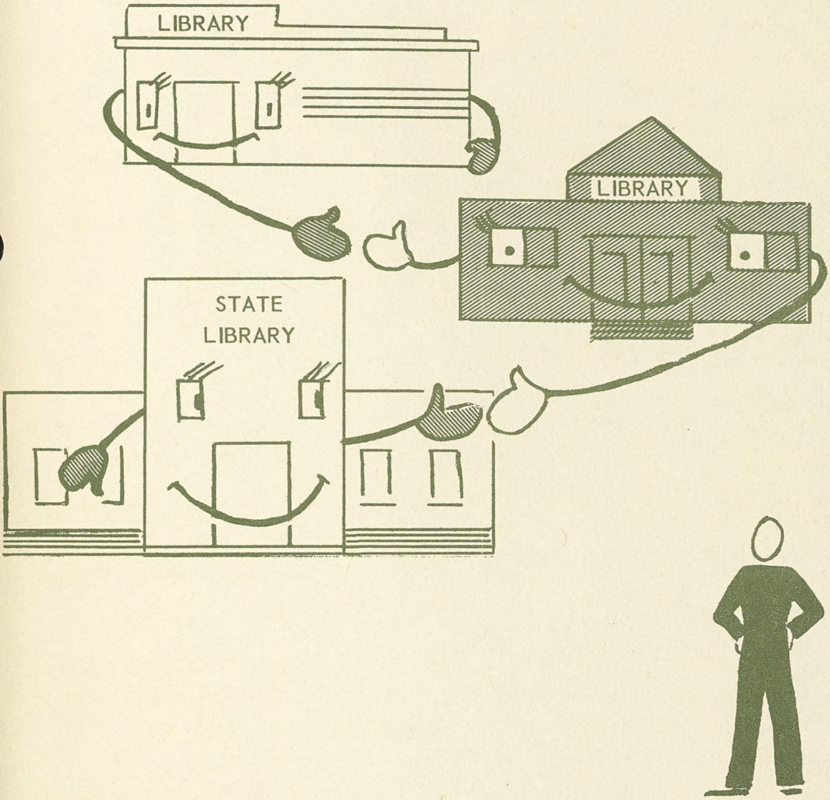
Your Librarian will keep you informed of the publications of interest, as well as timely items in library periodicals.

As you seriously go about your job of being a Library Trustee, you may be interested to check yourself by -

A LIBRARY TRUSTEE'S QUIZ - "DO I?"

- attend Board meetings regularly? On time?
- work for efficient economy and adequate appropriation?
- bring to this position the same business acumen and purpose that I give to my everyday job?
- see library problems from the standpoint of what is best for the community as a whole?
- seize every opportunity to publicize the library and to make known its values?




LIBRARY
LIBRARY
STATE
LIBRARY

Published jointly by

California Library Association
Public Library Section of CLA
Trustee Section of CLA

CLA HELPS EVERYONE . . . .

■ YOU

The California Library Association keeps you up-to-date on librarianship in California. As a CLA member, you receive the readable and informative quarterly magazine, THE CALIFORNIA LIBRARIAN, in addition to other news-letter material.

■ YOUR LIBRARY

The California Library Association assists your local library by conducting special studies and making available the results of committee work in the fields of library administration, personnel, buildings, public relations, and intellectual freedom.

■ YOUR STATE

The California Library Association plays an important role in developing and improving library service throughout the state by formulating library standards, by sponsoring legislation relative to library matters, and by cooperating with other educational organizations and institutions.

Join CLA TODAY . . . . A strong professional organization can help California libraries grow

(Information about membership can be obtained by writing Executive Secretary, California Library Association, 829 Coventry Road, Berkeley 7, California.)

ALHAMBRA PUBLIC LIBRARY

10 WEST MAIN STREET, ALHAMBRA, CALIFORNIA

ATLANTIC 9-4216

BOARD OF LIBRARY TRUSTEES
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CHIEF LIBRARIAN
GEORGE F. FARRIER

IMPORTANT

Invitation to Library Trustees

In the Golden Gate District, California Library Association

You are cordially invited and urged to attend the Golden Gate District Conference, California Library Association, Saturday, April 30th----in Vallejo, Hogan Junior High School, Georgia Street just off Highway 40.

A SPECIAL TRUSTEE SESSION will be held immediately following the luncheon. Mrs. Norma Yocum of Alhambra, president of the Trustee Section, will lead the discussion on problems of importance to trustees. Budgeting for adequate library service and the responsibility of trustees regarding book selection policy are suggested as subjects to be dealt with. You are urged to present other problems which are of concern to you and your library board.

The morning session will feature Mr. John Henderson, Librarian of Los Angeles County Free Library and Chairman of the American Library Association's Intellectual Freedom Committee, who will present a report on the national picture on Intellectual Freedom and libraries. Dr. Fred Mosher, of the C.L.A. Committee will report on the state situation.

There are 47 Libraries in your Golden Gate District that have Boards of Trustees. This is your opportunity to meet other trustees who are administering libraries in neighboring communities. Make certain that your Board of Trustees is represented at this important meeting.

If it is possible for you to be present for the luncheon hour Mrs. Yocum will be happy to meet you and acquaint you with the work of the Trustee Section.

Your librarian will make the necessary reservations for you.

See you in Vallejo on Saturday, April 30th.